

# **UMERKOTE MUNICIPALITY**

**e-TENDER**

**FOR**

**SANITATION WORKS IN UMERKOTE MUNICIPALITY  
(MANPOWER WITH MACHINARIES, VEHICLE & EQUIPMENTS)**

**TO**

**The O/o Executive Officer,  
Umerkote Municipality,**

## **E-PROCUREMENT NOTICE**

**TENDER TITLE : SANITATION WORKS IN WARD NO. 1 to 14  
OF UMERKOTE MUNICIPALITY  
(MANPOWER WITH MACHINARIES, VEHICLE &  
EQUIPMENTS)**

**TENDER REFERENCE NO: 02/UKT-MUN/2024-25**

**TENDER VAUE : Rs. 2,69,68,860/- (FOR ONE YEAR)**

**TENDER LAST DATE: : 19.09.2024**

# OFFICE OF THE MUNICIPAL COUNCIL: UMERKOTE

E-Procurement Notice

**Bid Identification No:02/UKT-MUN/2024-25.**

**Letter No. 2332**

**Date. 06/09/2024**

Name of the work for which e-Tender invited - Supply of labour, Vehicles, machineries & equipments for Sanitation Works including collection of solid waste from Door to Door, Road sweeping, Night Sweeping, Drain Cleaning, Bush Cutting, Bed level de-silting & Water Logging from Ward No. **1 to 14** of Umerkote Municipality area for the F.Y. 2024-25.

1. Estimated cost of work (Annually) – Rs. **2,69,68,860/-**
2. Eligible Intending Registered & Financially Sound Manpower Service Provider Agency/Firms/ Trust/ N.G.O having similar nature of work experience of at least Five years and fulfilling the other criteria as given in the D.T.C.N.
3. The Bid documents will be available in the web-site i.e <http://www.tendersodisha.gov.in> from **11.00 A.M of 10.09.2024 to 5.00 P.M of 19.09.2024** for online bidding.
4. Bid identification No. **02/UKT-MUN/2024-25.**
5. Last date & time of receipt of Bid through online: **19.09.2024 of 5.00 P.M**
6. Deposit original financial documents online: **from 10.09.2024 to 19.09.2024 up to 5.00 P.M**
7. Opening of Bid on **20.09.2024 at 11:00 Hrs** at Umerkote Municipality.
8. The bidder has to participate in online bidding only.
9. For further detail information any one can visit the-procurement portal of the Govt. of Odisha i.e. <http://www.tendersodisha.gov.in>

Executive Officer,  
Umerkote Municipality  
Date. 06/09/2024

**Memo No. 2333**

Copy Submitted to the Director (Advertisement) I & PR Department, Govt. Of Odisha, BBSR the Editor, The cost of bill shall be within the ceiling limit of the State Govt. I & PR rate. publish the above Notice in one issue at an earliest and submit bill along with three published copies in the name of Executive Officer, Umerkote Municipality for taking further action at this end. Complimentary copy of the Newspapers containing the tender call Notice may be sent to this office for reference and record.

Executive Officer,  
Umerkote Municipality  
Date. 06/09/2024

**Memo No. 2334**

Copy submitted to the Collector & District Magistrate, Nabarangpur/ PD, DUDA, Nabarangpur / District Labour Officer, Nabarangpur/ District Labour Commissioner/District Informatic Officer, NIC Nabarangpur for favour of kind information and necessary with a request of host the tender in the District Portal for wide publicity with a request to kindly display the same in their respective office notice board for wide publicity.

Executive Officer,  
Umerkote Municipality

## OFFICE OF THE MUNICIPAL COUNCIL: UMERKOTE

### e-Procurement Notice

**Bid Identification No.- 02/UKT-MUN/2024-25.**

#### **Preface:**

e-Tender on behalf of the Municipal Council, Umerkote are invited by the Executive Officer, Umerkote, Municipality under two packet system i.e. Technical Bid& Financial Bid from intending experienced, financial sound registered & authorized Manpower Service Provider Agency/Firms/Trust/NGOs having similar nature of work experience of at last **Five (5) years including last working ULB's performance certificate** as outsourcing the service of manpower to Sanitation Works including collection of solid waste from Door to Door collection, Day & Night Road sweeping, Drain Cleaning, Bush Cutting, Bed level de-silting and water logging from Umerkote Municipality area on the terms & conditions mentioned in the tender document. Further details can also be seen from the Website i.e. <http://www.tendersodisha.gov.in>. In case of any addendum /corrigendum/cancellation/clarification/extension regarding this tender, the same will be published in the above-mentioned official websites only.

#### **1. Details of the e-Tender: (Table-1)**

Sl. No.	Name of the work	Estimate cost of work (Annually)	E.M.D@1% of estimated value	Cost of tender paper	Agency/ Firm etc.	Period of contract
1	2	3	4	5	6	7
1	Providing Daily door to door collection (by music with vehicle) Daily Road sweeping, Daily Drain cleaning, Daily Garbage lifting, spraying disinfectants and sanitation service including collection of garbage, solid wastes from various sources to Dumping Yard, Bush cutting, Daily drain cleaning, transportation of all kinds of garbage/ waste from source to dumping yards/MCC/MRF Centre identified by the Municipal authority in 14 Nos. of Wards of Umerkote Municipality i.e. Ward No.01 to 14.	<b>Rs.2,69,68,860/-</b>	<b>Rs.2,69,689/-</b>	<b>Rs.10,000/-</b>	Registered firms/ Service Provider/ NGOs those are experience in similar nature of work at least for five years in Central Govt./State Govt. or any Govt. undertaking Institution.	1 (One) Years This may extend basing upon satisfaction Performance

- i. The Bid documents will be available in the web-site i.e <http://www.tendersodisha.gov.in> from **11.00 A.M of 10.09.2024 to 19.09.2024 of 5.00 P.M** for online bidding.
- ii. The EMD as indicated in column - 4 of table 1 should be deposited in the shape of Demand Draft in favour of Executive Officer, Umerkote Municipality drawn in any Nationalized Bank and payable at Umerkote. The scanned copy of "Cost of EMD" will be submitted in website at the time of submission of bid "ONLINE".
- iii. The cost of Tender paper as indicated in column – 5 of table 1 should be deposited in the shape of Demand Draft in favour of Executive Officer, Umerkote Municipality drawn in any Nationalized Bank and payable at Umerkote. The scanned copy of cost of tender paper will be submitted in website at the time of submission of bid "ONLINE".
- iv. Bidder should deposit the signed financial bid along with original Demand Drafts of "Cost of tender paper" and "E.M.D." ONLINE in favour of Executive Officer Umerkote Municipality.
- v. Successful bidder should deposit 10% of estimated cost (for one year) as an SD (Security Deposit) within 7 days.

## 2. **Submission of the e-Tender:**

i. This Tender is an e-Tender; offer will not be accepted in hard copy.

## 3. **Schedule for Invitation for Bids:**

- i. Date of publish of Tender Document: 10.09.2024 11.00AM
- ii. Last date of receipt of Tender : 19.09.2024 5.00PM
- iii. Date & Time of Opening of Tender (Technical Bid): 20.09.2024 (11.00 A.M)
- iv. Date & Time of Opening of Financial Bid :23.09.2024 (01.00 P.M) (subject to the decision of the Tender committee)
- v. Bid will be opened at the Office Chamber of the Executive Officer, Umerkote Municipality through e-Procurement.

4. **Period for Validity of Tender Document:** One year from the date of opening of the Tender.

5. **Type of Bid:** Two Packet System (Technical & Financial) i.e Two Separate Cover System.

## 6. **Scope of Work:**

### 6.1. **Sweeping & Door to door Collection with source Segregation:**

(A) Sweeping of all the roads, lanes of entire ward is to be made daily; domestic refuses shall have to be collected daily from all households, shops and vending zones. The MSW generated from road sweeping and door to door collection is /are to be accumulated in the dustbins/garbage bins (dry waste and wet waste separately) and transfer it to temporary stations /MCC/Dumping yard /MRF at Wealth Centre and any other site identified by Umerkote Municipality as per the scope of work mentioned in item-6.3.

(B) Evening/night Cleaning should be made in the market area, Bus stand/Public places and main road area which is a mandatory condition in the sanitation work.

### 6.2. **Cutting of bushes & cleaning of drains:**

The bushes & shrubs from roadside beams and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e. removal of silt 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 and transfer it to temporary stations/ MCC/Dumping yard /MRF at Desilcenter and any other site identify by Umerkote Municipality as per the scope of work mentioned in item.6.3

### 6.3. **Collection& Transportation of Solid Wastes:**

The Municipal solid wastes which are generated from various sources and accumulated as mentioned in item-7.1 and item-7.2 noted above is required to be collected and lifted from different collection points/dustbins of that particular ward/lanes and transported to the designated place/temporary transfer station /MCC/Dumping yard /MRF centre as decided by the Umerkote Municipality. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc.

#### The Municipal Solid Waste includes the following:

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses in segregation.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Umerkote Municipality

5. Garbage generated from bush and grass cutting from road side bushes ensuing proper garbage lifting and conservancy lanes.
6. Unidentified Dead animal (Dead body of unidentified humanbing).

**6.4.** During any Local festivals, National Day Celebration or V.I.P Programme, Special Cleaning work and spreading of bleaching/lime stone shall be made by the Agency as per instruction of the Municipal Authority/Sanitary Inspector/Sanitary Supervisor of this Municipality, A special drive cleaning of drain shall be done by the agency before rainy season to avoid flash flood.

#### **Service delivery performance criteria**

The performance monitoring and evaluation of service delivery has been institutionalized through Service Level Benchmarking and purpose and objective of the assignment should be to improvement and achievement the National Level Benchmark. With this target as well as the underlying constraints. In mind the operator has to achieve the performance levels.

<b>Parameter Description</b>	<b>Minimum Achievement Target</b>	<b>Actual monthly Achievement</b>	<b>Non-Compliance Penalty</b>
Street Sweeping	100% coverage	Total road length in the service area	0.5% of monthly bill for every 5% short fall or part thereof.
Drain Cleaning	100%	Total drain cleaning covered during the month	0.5% of monthly bill for every 5% short fall or part thereof.
Bush cutting, de weeding	100% coverage	Total bush cutting, uprooting & de weeding covered during the month	0.5% of monthly bill for every 5% short fall or part thereof.
Compliant Redresses	100% within 24hrs	During the month total no. of Complaint redressed within 24hrs. Total Complain received during the month	0.5% of monthly bill for every 5% short fall or part thereof.

1. The service provider in close coordination with employer shall undertake sample survey to access the extent of waste generated. Secondary data from employers past experience can be referred to conclude the assessment. The sample should comprise of all income groups equally spread over the service area and stretched over a period of lime, lo give a fair average.
2. A details performance monitoring, reporting and evaluation system shall have to be developed in consultation with to employer. The broad outline of the computation is provided in table above

Signature f the Bidder

#### **Eligibility criteria and General Instructions to Tenderers**

##### **Bid Price:**

1. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
2. The Prices should be quoted in Indian Rupees only.

##### **Eligibility criteria of the Bidder:**

*The technical bid shall be accompanied* with self-attested photo copy of the following requisite documents to establish the bidder's eligibility failing which the bid shall be rejected out rightly:

1. The Manpower with machinery equipments, vehicles Service Provider Agency/Firms/Trust/NGOs shall have at least 5 years' experience in successfully providing **Unskilled, Semi-Skilled & Skilled** manpower to Govt./ULB/PSU etc. for performing the similar nature of work i.e. Sweeping of streets, cleaning of drains, transporting of MSW.
2. Manpower Service Provider Agency/Firms/Trust/NGOs shall have Financial Turnover of at least Rs.3.00 Crore or more per annum for each of the last Three Financial Years. (Audited Statement to be enclosed)
3. Valid Registration Certificate of the Manpower with machinery equipments, vehicles Service Provider Agency/Firms/Trust/NGOs etc.
4. PAN Card.
5. GST Registration Certificate.
6. Latest GST return.
7. Last Three Financial IT return filed by the Manpower Service Provider Agency/Firms/Trust/NGOs etc
8. ISO 9001 & ISO 14001, ISO 45001 Certification.
9. Must have own Bank Account Statement of last 6 months must be submitted in support
10. Undertaking that the Firm is not debarred/blacklisted by Govt. Or any Competent Authority.
11. ESI Certificate.
12. Valid labour license under contract labour (Regulation and Abolition) Act, 1970 (Minimum 200 labours).
13. Valid & up-to-date EPF registration certificate and deduction vouchers up to last Financial Year issued from concerned RPF.
14. EMD 1% of the estimated value for one year.
15. The ISD of 1% of Contract Value shall be submitted by the successful bidder at the time of agreement.
16. Experience certificate for at least Five year issued by any Municipality Or Corporation.

#### **Evaluation Criteria:**

1. Total number of Bid received will be announced to bidders during Bid opening time.
2. Technical & Financial Bid will be opened by Designated Tender Committee in presence of bidders or their authorised representatives.
3. Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their Financial Bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
4. Tender Committee will evaluate the Technical & Financial Bid and submit their reports to the Competent Authority.
5. On Approval of the Competent Authority, Lowest One (L-1) & Two (L-2) bidder name will be declared.
6. If the Financial Bid is same among more than One Agency, the Bid will be finalised through lottery system.

#### **Instructions:**

1. The bidders must possess compatible Digital Signature Certificate of class II or Class III.
2. The service provider will provide Identity Card with safety materials i.e. Also provide apron, globes, Masks, Soap to each and every engaged labour. The service provider will provide drain cleaning equipment, grass/ buss cutting, gum boots and other safety equipments' to the Core sanitation workers.

3. The service provider will display name, address and Mobile Nos. of the labour engaged etc. at least three main identified spots.
4. The service provider will take the attendance of the labour in attendance register & the same should be reported to the undersigned at the end of every month accordingly the bill will be passed by the undersigned.
7. The Bid documents shall contain scan copy of (a) Valid Registration Certificate, (b) PAN Card (c) GST Certificate (d) Valid EPF & ESI Registration Certificate (e) Labour license from competent authority (f) Experience Certificate in similar nature of work issued by the competent authority from Municipal corporation/Municipality/ NAC/Govt. organization within the last Ten years.
8. The authority reserves the right to reject any or all bids without assigning any reason thereof.

 6/9/24  
Executive Officer,  
Umerkote Municipality

**CRITERIA FOR EVALUATION****Evaluation of Technical Proposals**

Evacuation of proposal shall be made by the district authority. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfilment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria, shall qualify for further details technical evaluation for presentation and awards of marks based on the following criteria:

Sl. No	Evaluation Parameters	Total Mark	Criteria for award of Mark				
1	Years of Experience in similar work in Municipal Corporation /Municipal Council Area (to be determined from the work order /contract copies / Experiences Certificate)	20	<ul style="list-style-type: none"> <li>• 1 – 5 years :10 marks</li> <li>• 5 – 10 years :15 marks</li> <li>• &gt;10 years :20 marks</li> </ul>				
2	Similar Service rendered for particular number's of year and number of population under SWM in single ULB under single contract package or multiple contract packaged in any state of India. (to be determined from the work order / contract copies / Experience Certificate)	20	Years	0 years to 2 years	2years to 3 years	3 years	
			Population	<1,00,000	6	8	10
				1,00,000 to 2,00,000	10	12	15
				>2,00,000	15	18	20
3	Annual Average Turnover (2020-21, 2021-22 & 2022-23)	15	<ul style="list-style-type: none"> <li>• 01 – 03 Crore : 5 marks</li> <li>• 03 – 07 Crore : 10 marks</li> <li>• 07 – 10 Crore: 15 marks</li> </ul>				
4	Experience in handling ULB in similar nature of work strength of sweeper in single work order (To be determined from work order only)	15	<ul style="list-style-type: none"> <li>• <math>\geq 0 &lt; 100</math> : 5 marks</li> <li>• <math>\geq 100 &lt; 200</math> : 10 marks</li> <li>• <math>\geq 200</math> : 15 marks</li> </ul>				
5	Experience of similar nature of works in no's of ULB in last 05 years.	10	<ul style="list-style-type: none"> <li>• 0 to 2 no of ULBs : 5 marks</li> <li>• 3 to 5 no of ULBs : 7 marks</li> <li>• &gt;5 no of ULBs :10 marks</li> </ul>				
6	Valid ISO Certification	10	<ul style="list-style-type: none"> <li>• ISO 9001 : 4 marks</li> <li>• ISO 14001 : 4 marks</li> <li>• ISO 45001 : 2 marks</li> <li>• All of three : 10 marks</li> </ul>				
7	Experience in sweeping drain cleaning mechanically or lifting of garbage using L.C.V (to be determined by relevant document/certificate/invoice of machinery)	5	<ul style="list-style-type: none"> <li>• If No : 0 marks</li> <li>• If Yes : 5 marks</li> </ul>				
8	Any Awards or Commendations from MSW Projects	5	<ul style="list-style-type: none"> <li>• If No : 0 marks</li> <li>• If Yes : 5 marks</li> </ul>				

## GENERAL TERMS AND CONDITIONS

01. The bidders are required to inspect and assess the entire geographical area of the Municipality and quote their rates of the labour charges for sweeping, bush cutting, drain cleaning, collection wastes from door to door including lifting & transportation of Solid Waste where ever necessary inside Municipality area and disinfecting collection points and spreading disinfectants like bleaching powder etc. 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.
02. The bidder must have appropriate resources, Necessary expertise, Requisite manpower and supervisory ability to undertake the work.
03. The Municipal have 1 Nos. Of TATA ACE vehicles will be provided on hire basis @ Rs.10,000/- PM and 3 Nos. Of Tractor vehicles will be provided on hire basis @ Rs.15,000/- PM. Also provide BOV, bleaching powder, phenyl, mosquito oil, spray machine, fogging machine & other tools & implement will be provided by Municipality authority.
04. In any day during inspection of work by the Municipal authority if not found satisfactory deduction as calculated will be deducted from the pay bill of the agency.
05. The successful bidder shall execute as agreement with the Executive Officer of Umerkote Municipality within a week from the date of receipt of letter acceptance from Umerkote Municipality failing which the tender will be rejected and the EMD for security deposit will be forfeited.
06. In case of the service of the bidder is not satisfactory to Municipal Authority the Umerkote Municipality has liberty to close the contract with a single 15 days' notice served by Umerkote Municipality to the bidder.
07. Umerkote Municipality reserves the right to extend the period of the contract if required with manual consent of the bidders after closing of the contract period.
08. Umerkote Municipality shall have the right to add / delete any condition to the agreement respectively as and when required for smooth management of the sanitation service and lifting of garbage.
09. Preferably the existing DLR staff of the Umerkote Municipality shall be engaged for Sanitation Work.
10. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per law inside the jurisdiction of Umerkote.
11. Notwithstanding the above, the Umerkote Municipality reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of tender.
12. The authority reserves the right to negotiate and engage the second lowest bidder in case of default of cancellation of contract.

13. The bidder should not reduce the number of labourers and prescribed the minimum wages of labourers as per Odisha Gazette Notification No.1367 Bhubaneswar Dt.18.07.2024 of labour and ESI department, Odisha.
14. The bidders are required to take attendance in attendance register of the labourer in presence of S.I in charge at Umerkote Municipality.
15. The successive Agency have to submit the copy of wages register/ Bank statement of release of monthly wages of the workers along with online EPF, ESI challan and online GST paid receipt to the Umerkote Municipality authority. So that Monthly Bill will be calculated.
16. The quoted rate shall stand valid for one Year & enhance rate would be allowed to contractor during this period subject to instruction & order of the Govt. Of Odisha in Labour Department.
17. The bid is meant for carrying out the work for a period of one year, 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.
18. 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 15 days prior notice
19. Conditional and incomplete bid shall be liable for rejection.
20. Letter of authorization for representing the registered firm/entrepreneur/Private company/NGOs and to sign the bid document should be enclosed along with the bid document.
21. The rate should be clearly mentioned in the tender paper including EPF, ESI etc.
22. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the EMD & Performance guarantee or any other amount deposited against this tender will be forfeited and steps shall be taken for black listing to the bidder.
23. The bidders have to submit all documents as per eligibility criteria shown in the bid documents along with quoted rates.
24. The bidders are required to inspect and assess the entire geographical area and quote their Rates inclusive of the labour charges conservancy material for day & night sweeping, bush cutting, drain cleaning including lifting of MSW and other miscellaneous expenditures as may be required. O.H charges are mentioned details in scope of work. The cost of documentation like taking photographs whenever necessary will be borne by the agency as per direction of officer-in-charges.
25. The Jadu, Kanta, Kudi, Fawda, Gangula, Daa etc will be provided by the agency.
26. Bids containing over writing, additions, alterations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
27. The bidders shall sign every page of the tender documents and submit all of them.

28. The agency/organization shall be solely responsible for redressal of grievance
29. The municipality shall be responsible for any financial loss or any injury to any person deployed by the agency.
30. The Agency /Organization shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this agreement to any other agency or organization.
31. The Agency /Organization shall nominate a coordinator which shall be responsible for immediate interaction within the office so that optimal service could be availed without any disruption.
32. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per law inside the jurisdiction of Umerkote.
33. The Contractor will be responsible for providing uniform to Sanitation workers.
34. Night cleaning is mandatory in Umerkote Municipality area.
35. The agency should open local office mandatory in Municipality area for receipts of public complaints, suggestions and good services to public.
36. The agency should maintain a public complain & suggestion register showing daily record of cleaning with remark of inhabitants in their office which may be checked by the Officer-In-Charge of Umerkote Municipality.
37. In case of any disputes arising out of the contract the matter shall be decided either mutual understanding between the two or as per law inside the jurisdiction Umerkote.
38. **The Sanitation work of Umerkote municipality will be supervised by ME/AE/JE/CMM/& SE as well as other officials of Umerkote Municipality recommended by higher authority.**

**Sd/-**  
**Executive Officer,**  
**Umerkote Municipality**

**SPECIAL CONDITIONS:**

1	Payment shall be made by the agency to his employees/workers as per their category and nature of work which shall not be less than the estimated labour charges mentioned in Bid document following to minimum wages Act by Govt. of Odisha. It might be increased in Labour Charges, whether Govt. will hike the minimum wages during contract period.
2	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 EMD and APS shall be retained as security deposit till closure of the contract without any interest. The EMD and APS which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. The EMD of the unsuccessful tenders shall be refunded back on application only after finalization of the bid and execution of agreement with the successful bidder. In case of failure to execute agreement in time, the EMD and other deposits will be forfeited. The tender call notice shall form a part of the agreement.
3	Details of Terms & Conditions will be incorporated in the agreement.
4	The labours engaged by the agency for sanitation work will perform their duty in uniform, dresses, jacket with all types of protective equipment i.e. gum boot, hand gloves, face mask, helmet etc.
5	Umerkote Municipality shall have the right to add or delete any conditions(s) to and from the agreement as and when necessary for smooth management of sanitation work.
6	The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Odisha State Pollution Control Board.
7	If the agency will not perform the sanitation work to the satisfaction of Umerkote Municipality authorities in any particular day then the Umerkote Municipality is at liberty to engage and substitute man power for sweeping, bush cutting, drain cleaning, engage own vehicle, 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 shall be recovered from the monthly bill of the agency.
8	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 (Sanitation Expert) of Umerkote Municipality.
9	In case of any dispute arising out of the contract, the matter shall be decided as per law and as per the decision of Executive Officer of Umerkote Municipality.
10	In case, labour rate is hiked by Govt. of Odisha, payment will be made accordingly, <b><i>considering the engagement of labour in the work duly certified by the Officer-In-Charge (Sanitation Expert) of the work.</i></b>
11	Evening/night cleaning at market, bus stand and main road area. The agency shall start the work by 5.00 PM to minimize the work load during day time. <b><u>SANITATION WORKING HOUR:</u></b> <b>(A) MORNING SWEEPING: 5 AM to 9 AM &amp; NIGHT SWEEPING: 8 PM to 10 PM</b> <b>(B) GARBAGE COLLECTION/ LIFTING &amp; DUMPING/ GRASS CUTTING/ CONSTRUCTION &amp; DEMOLITION WASTE COLLECTION/ DEATH ANIMAL LIFTING: TIME- 5AM to 9 AM &amp; 2 PM to 6 PM. IN EMERGENCY PERIOD MAY CALL TO PERFORM DUTY.</b>
12	The agency has to maintain a register clearly indicating the number of labour
13	The Agency must deposit the EPF, ESI & Labour Cess against the labour concerned and submit the copy of EPF deposit ESI of all the employees engaged with in 20 <sup>th</sup> of the succeeding month positively in the office of the undersigned for record.
14	The labour engaged by the agency should not have any criminal background. If he/she engages in any type of unlawful activities during performance of duty, then the agency will be held responsible, the undersigned will not be held responsible in such circumstances.
15	<b><i>The labour engaged by the agency should not participate in any strike, lockout, Hartal of any kind in any circumstances. Disobeying which the authority has the right to terminate the agreement with the service provider without any prior notice/information.</i></b>

Sd/-

**Executive Officer,  
Umerkote Municipality**

### **Financial Bid**

- Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 50 marks out 100 marks in technical evaluation shall qualify for financial bid opening.
- The bidder has to quote in percentage his/her rate in financial bid BOQ in online mode.
- No less bidding on number of labours/wages of labour & EPF/ESI of labour will be allowed.
- The bidder has to quote in Financial Bid on monthly basis , which is uploaded in online , after success evaluation of financial bid ,it will be considered for 12 months.

NB: In the financial bid, the bidder with the lowest price shall be awarded the contract However, in case two bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contact However, if their technical marks also become equal, then in that case, the selection of the tender shall be decided on the basis of highest current experience (Number of population) on the date of issue of RFP in similar nature of work

Signature of the Bidder

**CHECK LIST**

Sl. No	Particulars	Yes/No	Page No.	Should be left blank for office use only
1	2		3	4
1	Bid document Cost of			
2	Bid Security Declaration			
3	Registration Certificate			
4	Valid Labour license under contract labour (Regulation and abolition) Act,1970. (minimum 150 labours)			
5	Copy of ISO 9001/14001/45001 certificate			
6	Copy of GST registration and up to date clearance			
7	IT return for last 3 years			
8	Audit Report for last 3 financial year i.e 2020-21,2021-22 & 2022-23			
9	Copy of last three Financial years audited statement			
10	Copy of last three Financial Year IT Return filed			
11	Copy of PAN Card			
12	EPF Registration Certificate and deduction vouchers issued from concerned RPFC (latest copy)			
13	Copy of ESI Certificate			
14	An Affidavit regarding not Blacklisting/Debarred from Tender Inviting Authority or any ULB across State or from any State Govt. / Govt. of India Organization.			
15	Copy of successfully completed works of similar assignment in last five financial Year in any Govt. Organization/ULB/PSUs etc.			
16	EMD of Rs. _____ drawn in favour of EO, Umerkote, Municipality			
17	No criminal cash /proceeding is pending against organization/ agency and in the name of owner. It should be Notarized			

Date:

Bidders' Signature

**DECLARATION BY THE TENDERER**

1. I/We have visited the site and have fully been acquainted myself with the local situation regarding material, labour and the factors to the work for completion in all respect before submitting the tender.
2. I/We have carefully studied the condition of the contract specification and other documents of this work and agreed to execute the same accordingly.
3. I/We solemnly pledge the I/We shall be sincere in discharging my/our duties as responsible executant and complete the work within prescribed time limit. I/We shall submit detailed sanitation programme with target dates for various items of works keeping in view the time limit and shall accordingly arrange for necessary labours, punctually. In case there are any deviations from the sanitation programme. I/We shall abide the decision of the Officer-in—Charge for revision of the programme and shall arrange for labours to maintain the sanitation work.
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the sanitation work.
5. No one my / our relative is / are working in this office.
6. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information found to be incorrect in future, the Department has the liberty to take any action as deemed fit.
7. I/We shall abide by the decision of the Executive Officer, Umerkote Municipality for effectiveness of the sanitation programme and the institutions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.

Signature f the Bidder

**FORM OF BID SECURITY DECLARATION**

Name of the Work: -

Bid Identification No: -

**To**

**The Executive Officer,  
Umerkote Municipality.**

We, the undersigned, declare that;

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. We understand that, the Authority/ Employer/Tender Inviting Authority shall cancel our empanelment / or suspend/ prohibit/blacklist from participating in bidding in any contract of the State for a minimum period of 2 years, if we are in breach of our obligation(s) under the bid conditions, because we;
  - (a) Have withdrawn out Bid prior to the expiry date of the bid validation specified in the Letter of Bid or any extended date provided by us; or
  - (b) Having been notified of the acceptance of our Bid by the Employer prior to the date the bid validity in the letter of Bid or any extended date provided by us;
    - i. Failure of use to furnish the performance security and, Additional performance security, if required in accordance with the ITB/Terms of the Bid Document/RFP, or
    - ii. Fail to agree to the decisions of the contract negotiation meeting or
    - iii. Failure refuses to execute the Contract.
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notification of the name of successful bidder through award of contract; or after the expire date of the Bid validity.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder

Title of the person signing the Bid:

Signature of the person named above:

Date Signed

Authority Signatory :

Name :

Designation :

Name of the Firm :