

NOTIFIED AREA COUNCIL, PADAMPUR

No.384/2024 Date:22.02.2024

Notice Inviting Tender

Sealed tenders, in conformity with the detailed tender call notice are invited from the intending Registered Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur/proprietors satisfying the eligibility criteria as per NIT for execution of providing, cleaning & sanitation work from Ward No. 1 to 11 of Notified Area Council, Padampur so as to reach the Executive Officer, Notified Area Council, Padampur through registered post/ speed post/Courier Services only up to 1.00 PM on Dt.4.03.2024 and tender of Technical Bid will be opened at Notified Area Council, Padampur on 04.03.2024 at 3.00 P.M. and the Financial Bid will be opened on 06.03.2024 at 3.00 P.M. The details of works, purchase of Tender documents, scope of work, eligibility criteria & submission of tender can be purchased from office of the undersigned from Dt.23.02.2024 to Dt.29.02.2024 up to 5.00 PM.

Tender form can also be downloaded from websites: www.bargarh.nic.in and it must be accompanied with Bank Draft of Rs.10,000.00/- (Rupees Ten Thousand only)+18 % GST in the name of Executive Officer, Notified Area Council, Padampur, payable at Padampur along with Bank Draft of EMD, at the time of submission.

The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

Devti
22/2/24
Executive Officer,
NAC, Padampur

Memo No. 385 /2024 Date: 22.02.2024

Copy submitted to The Deputy Director (Advertisement), Information & Public Relation Department, Bhubaneswar/ The District information and Public Relation officer to kindly publish the above in one Odia daily local newspaper and one English newspaper with in minimum size and minimum cost positively.

Devti
22/2/24
Executive Officer,
NAC, Padampur

Memo No. 386 /2024 Date: 22.02.2024

Copy to the DIO Baragrh for information and necessary action with a request to hoist the tender in the District website i.e. www.bargarh.nic.in

Devti
22/2/24
Executive Officer,
NAC, Padampur

Memo No. ___387___/2024 Date: 22.2.24

Copy submitted to the P.D-DUDA, Bargarh / Sub-Collector, Padampur / Tahasildar, Padampur / BDO, Rajborasambar Block for information and necessary action with a request to publish this notice in their Notice Board for wide publicity.


Executive Officer
N.A.C.Padampur

Memo No. ___388___/2024 Date: 22.2.24

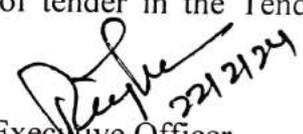
Copy submitted to the E.E., M.I. Division, Padampur/ E.E., R.W. Division, Padampur / Municipal Engineer, N.A.C, Padampur/ Asst. Engineer, P.W.D, Padampur./ Asst. Engineer, R.W.S.S., Padampur for information and necessary action with a request to publish this notice in their Notice Board for wide publicity.

Copy to Office Notice Board for information of General Public.


Executive Officer
N.A.C.Padampur

Memo No. ___389___/2024 Date: 22.2.24

Copy to all Members of Tender Committee, N.A.C. Padampur for information with a request to attend on dt.04-03-2024 during opening of tender at 3.00 PM for finalization of tender in the Tender Committee Meeting on the same date.


Executive Officer
N.A.C.Padampur

Memo No. ___390___/2024 Date: 22.2.24

Copy to the Chairperson/ Accountant / Sanitation section for information.


Executive Officer
N.A.C.Padampur

NOTIFIED AREA COUNCIL, PADAMPUR



GOVERNMENT OF ODISHA
(HOUSING & URBAN DEVELOPMENT DEPARTMENT)
DETAILED TENDER CALL NOTICE (DTCN)
FOR
SANITATION WORK (WARD NO.1 TO 11)
OF PADAMPUR N.A.C.

Devi
22/2/24
Executive Officer
NAC Padampur



Disclaimer

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


Executive Officer
NAC Padampur



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OFFICE OF THE NOTIFIED AREA COUNCIL, PADAMPUR
 DIST:-BARGARH (ODISHA) PIN-768036



File. No.vii-5/2023-24

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT NOTIFIED AREA COUNCIL, PADAMPUR (Ward No. 1 to 11).

- A. Cost of the Tender Document: Rs.10,000.00 (Rupees Ten Thousand only) + 18% GST
- B. Last date & time for submission of Bid: 04.02.2024 at 1.00 PM
- C. Technical Bid opening & Presentation: 04.03.2024 at 3.00 PM
- D. Financial Bid to be opened: 6.03.2024 at 3.00PM
- E. Tender to remain open for acceptance up 90 days from the date of opening.
- F. The details of this tender is also available at website – www.bargarh.nic.in

NOTE :

1. The Executive Officer, Notified Area Council, Padampur 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 Speed Post/Registered Post/Courier Service only.
5. Bids will not be received through hand to hand.

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 22/2/24
 Executive Officer
 NAC Padampur



Crucial Details of Tender Call Notice

Name of the work	:	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT Notified Area Council, Padampur Ward No. 1 to 11
E.M.D	:	Rs.60,000/- Bank Draft/Term Deposit in favour of the Executive Officer, Padampur NAC There is no exemption of PAPER COST & EMD.
AGENCY	:	As per eligibility criteria
Period of contract	:	Three Years extendable upto Two more Years
Cost of Tender document	:	Rs. 10,000.00 + 18% GST& Rs.200.00 towards down loaded tender documents separately.
Period of Sale/Down load of Tender document	:	Dt.23.02.2024 to Dt.29.02.2024 upto 5.00 PM
Last Date for receipt of Filled in Tender document	:	Dt.04.03.2024 up to 1.00 P.M.
Place &Date of Opening of Technical bid & Technical Presentation	:	Office of the Executive Officer, Padampur N.A.C. Dt.04.03.2024 at 3.00 P.M.
Place & date of opening of Financial Bid of eligible Tenders	:	Notified Area Council, Padampur Dt.06.03.2024 at 3.00 PM.
Officer invited the Tender	:	Executive Officer on behalf of Notified Area Council, Padampur.
Likely date for commencement of deployment of required manpower	:	1 st April 2024


Executive Officer
N A C Padampur



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OFFICE OF THE NOTIFIED AREA COUNCIL, PADAMPUR
DIST:-BARGARH (ODISHA) PIN-768036



File. No.vii-5/2023-24

TENDER PAPER

DOCUMENT

NAME OF WORK: -CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT NOTIFIED AREA COUNCIL, PADAMPUR (Ward No. 1 To 11)

Issued against Bank Draft No. _____ Dt. _____ drawn on (name of Bank) _____
_____ for Rs. _____ (including 18% GST)

Cashier/ Junior Assistant/Accountant


Executive Officer
NAC Padampur



Sl.No	Name of the Work	Cost of Bid document in Rs.	E.M.D.
01	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT NOTIFIED AREA COUNCIL, PADAMPUR Ward No. 1 to 11	Rs.10,000.00 +18% GST. Rs.200.00 extra in case of down loaded tender documents.	Rs.60,000.00. in shape of DD/Term Deposit in favour of Executive Officer, Padampur NAC.

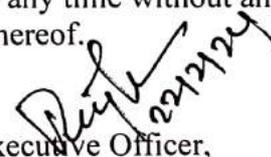
The tender must be accompanied with all the attested photo copies of qualifying documents as mentioned in eligible criteria & the required EMD in shape of Bank Draft/Term Deposit from any Nationalized Bank/Scheduled Commercial Bank drawn in favour of the Executive Officer, Notified Area Council, Padampur and the cost of the tender document (non-refundable) along with 18 % GST in shape of Bank Draft from any Nationalized Bank/Scheduled Commercial Bank drawn in favour of the Executive Officer, Notified Area Council, Padampur separately failing which the tender shall be rejected out-rightly. Rs.200.00 extra in shape of DD likewise is to be submitted towards down loaded tender documents. Details can be had from the office of the undersigned during office hour on working days from **Dt.22.02.2024 to Dt. 29.02.2024**.

1. Mere procurement of tender document does not guarantee for fulfillment of the eligibility criteria.

2 Name of the purchaser at the time of procurement of Tender Document should not be disclosed. Notified Area Council, Padampur money receipt shall be given indicating the name of the purchaser at the time of purchase of Tender Documents.

3. Only ink/dot pen signed copy of the Tender Notice issued by the office shall be entertained / down loaded documents from website.

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


Executive Officer,
NAC Padampur

GENERAL TERMS AND CONDITIONS

1. The Total Sanitation work will be guided by NGT guidelines/SPCB guidelines & SWM Rules, 2016.
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, including lifting of MSW to dumping yard and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by Notified Area Council, Padampur and other miscellaneous expenditure as may be required such as T & P charges as mentioned detail in scope of work. The cost of documentation like taking 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 Padampur, appropriate resources, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. The Bidder should have minimum two years' experience in similar nature of work.
6. Notified Area Council, Padampur 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 bid is liable of rejection.
8. Letter of authorization to sign the bid document should be enclosed along with the bid document.
9. Bids containing overwriting, additions, alternations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
10. The bidders shall sign every page of the tender documents and submit all of them.
11. The bidders should quote rates both in figures and in words, wherever if there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
12. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found the EMD will be forfeited and steps shall be taken for black listing of the bidder.
13. Notified Area Council, Padampur has tentative requirement of 58 sanitation Worker & 5 Driver, 2 Nos of Gardner, 2 Watchman-cum-Gardner, 2 Supervisor, 3 Peon . The total requirement may increase or decrease.
14. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for executing Sanitation Work under Notified Area Council, Padampur" & "Financial Bid for executing Sanitation Work under Notified Area Council, Padampur". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Notified Area Council, Padampur".
15. 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 EMD will be forfeited by the Council. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him.
16. 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.
17. No interest shall be payable on the amount of Earnest Money in any case except term deposit obtained from Bank.
18. 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.

19. 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.
20. 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.
21. 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.
22. The revised minimum rates & wages will be applicable to the tenderer as notified by Labour & ESI Department, Government of Odisha from time to time.
23. 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 Notified Area Council, Padampur.
24. 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.
25. At any time prior to the Proposal Due Date, Notified Area Council, Padampur may, for any reason, at its own initiative, modify the NIT document by the issuance of Addenda.
26. 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, Notified Area Council, Padampur (or an officer authorised to act on his behalf), as the case may be at their own expense.
27. Notwithstanding anything contained in this NIT, Notified Area Council, Padampur 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.
28. Quoting abnormally low rate/high rate, tender will be rejected.
29. The payment of monthly bill to the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur has to be made through Cheque /RTGS/NEFT only. No cash payment can be made to them.
31. The average annual turnover of the agency during last three years should not be less than 3.00Cr.
32. The payment shall be made only to the bidder/contractor on a monthly lump sum basis as per the provisions of minimum wages act for all working days provided the manpower is available for work in office/other places for all working days of that month.
33. The basic rate includes factor for payment of weekly off also. The contractor shall pay the wages to the personnel during 1st week of succeeding month, irrespective of delay in payment of bill by this office for whatever reason.
34. The claim in bills regarding ESI,PF should be necessarily accompanied with documentary proof pertaining to the previous month bill. A requisite portion of the bill amount will be held up till such proof is furnished at the discretion of this office.


 Executive Officer,
 NAC, Padampur,
 NAC Padampur,

ANNEXTURE-I

Sl.No	Ward No.	NOTIFIED AREA COUNCIL,PADAMPURAREA
1	1	Thana Chowk, Patnagarh Road-Commercial Area Raja Pada, Thana Pada, GakuNagar, KrushnaPada, KandaPada, Maruti Nagar-Public Area
2	2	PaikmalRoad,LakhmaraRoad,BargarhRoad,Bheunria Chowk-Commercial Area Santinagar, Master Colony,SaktiBihar,Purusottam Nagar-Public Area
3	3	Durga Mandir to Neheru Gali Road-Commercial Area Maal Pada, NeheruGali,Canal Pada-Public Area
4	4	New SBI Chowk-Commercial Area Sahu Pada, Brahmna Pada, Mohanty Pada,Hanuman Pada,Malpada-Public Area
5	5	Kachari Road,Morning Market-Commercial Area Sahu Pada, Bajarpada-Public Area
6	6	Dhubapada,Kharapada,Badpada-Public Area
7	7	Bargarh Road-Commercial Area Badapada, Jhankarapada,Kapilasa,Amlipali- Public Area
8	8	Sastri Chowk-Commercial Area Badapada, Luhurapada, Meherpada-Public Area
9	9	Meherpada Chowk-Commercial Area Meherpada,Kantapada-Public Area
10	10	Sisu Mandir Chowk-Commercial Area Kalipada,Chamrapada,HarijanPada,Bajapada,Rajapada-Public Area
11	11	Rajapada-Commercial Area Rajapada,Ghasipada,Sri Ram Nagar,Swastinagar-Public Area


 Executive Officer,
 NAC, Padampur
 Executive Officer
 NAC Padampur

SCOPE OF WORK

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

(A) Sweeping of all the roads, lanes, by lanes of entire ward are to be made daily. The MSW generated from Road Sweeping to be collected by NAC vehicles accumulated in/identified by Padampur NAC as per the scope of work as mentioned in Item-3.

(B) Night cleaning should be made in the market area and Bus stand area daily.

(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 Notified Area Council, Padampur from which daily lifting is to be made to the temporary transfer stations identified by Notified Area Council, Padampur as per the scope of work mentioned in item-1.

(3) Collection & Transportation of Solid Wastes:

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

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22/2/24
Executive Officer
NAC Padampur

The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Notified Area Council, Padampur.
5. Garbage generated from Bush and grass cutting from road side berms and conservancy lanes.
6. Drain Cleaning- All street drains should be cleaned every fortnightly and the waste/garbage should be transported as soon as possible.

(4) Service Delivery Schedule:

The service provider in close consultation with the employees work out a detail time schedule for execution of sanitation work in NAC area.

Sl	Activities	Time Schedule
1	Road Sweeping & Drain Cleaning	5.00 AM to 11 AM 7.00 PM to 9.00 PM (Night Sweeping)
2	Collection of MSW from various collections points & transportation to designated locations.	8.00 AM to 2.00 PM 11.00 PM to 5.00 AM

- The agency shall ensure operation on all seven days of the week.
- Timing can be modified with prior approval of NAC authorities for better cleaning.

(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 Notified Area Council, Padampur" & "Financial Bid for executing Sanitation Work under Notified Area Council, Padampur". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Notified Area Council, Padampur-Ward No. 1 to 11. The tender should be addressed to the Executive Officer, Notified Area Council, Padampur, PO/PS/-Padampur, District-Bargarh, Odisha, PIN-768036.

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,
 NAC, Padampur.
Executive Officer
NAC, Padampur

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 /out rightly rejected and will not be considered any further.

- (a) The firm should be registered in India as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932 / Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882 and its amendment thereof) / Proprietorship Firm and should have experience of 2 years in sanitation work in any NAC/municipality/Municipal corporation.
- (b) Consortium is not allowed.
- (c) The registered office must be based in Odisha and have established operations within the state. The bidder has to open a branch office in Padampur NAC within 07 days after getting LOA. An undertaking in this regard to be submitted.
- (d) The agency should have an average annual turnover of Rs.3 crore or more during last 3 financial years (2020-21, 2021-22, 2022-23).
- (e) Must have own bank account. Statement of last 3 months must be submitted in support. Banker's name, Address & Telephone Number.
- (f) Must have PAN.
- (g) Copy of IT return filed for the last three year.
- (h) Copy of GST registration certificate & clearance (GST-3B) for last 03 months
- (i) Copies of EPF Registration Certificate.
- (j) Copies of ESI Registration Certificate.
- (k) Should have enrolled at least 100 employees as on date of bid submission. EPF Challan payment confirmation slip for the last 3 months must be submitted in support.
- (l) Copy of ESI return as on November 2023, December 2023 & January 2024
- (m) Copy of Odisha Shops & Commercial Establishment Registration Certificate.
- (n) Copy of valid contract Labour License (REGULATION AND ABOLITION) Act,1970 for 100 Labour (One Hundred).
- (o)
- (p)
- (q) Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the three financial years.
- (r) EMD Rs.60,000.00 for one year in shape of Bank Draft/Term Deposit separately.
- (s) Performance Guarantee in shape of B.D./ Term Deposit duly pledged in favour of "Executive Officer, Padampur N.A.C." @ 1% of the quoted value for one year separately after award of work.
- (t) Cost of Tender Paper of Rs. 10,000.00 + 18 % GST Bank Draft separately & extra DD of Rs.200.00 towards downloaded tender documents.
- (u) An affidavit mentioning that he/she/firm/Company etc is not black listed by any Govt. Organization (as per format).
- (v) Undertaking regarding no Criminal or Vigilance Case is pending (as per format on the letter head).


 Executive Officer
 N.A.C. Padampur

- (w) Covering letter (on the letter head of the bidder).
- (x) Anti-collusion certificate (on the letter head of the bidder).
- (y) All Annexures of this NIT.
- (z) Organization, Agency, Firm having their valid ISO registration certificate.
- (aa) Organization/Agency/ FIRM must have their registration at the level of NSIC/UDHYAM/MSME.
- (bb) Experience Certificate issued for executing similar nature of sanitation works & other works.

If it is detected that, a Bidder has been blacklisted in past, then the Bidder shall be disqualified on that ground.

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

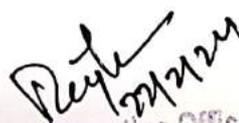
Note:-

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


Executive Officer,
NAC, Padampur.
Executive Officer
NAC Padampur

SPECIAL CONDITIONS:

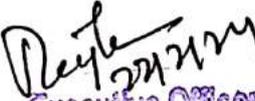
1. Two number of Vehicles to be engaged for transportation of solid wastes will be provided by Padampur NAC. The drivers of the vehicles must have valid driving license. Remaining vehicles to be provided by successful bidder.
2. The Service Provider/agency shall bear.
 - i) The salary and other expenses of the driver and other staff attached to the vehicles.
 - ii) Cost of fuel and other lubricants (POL)
3. Comprehensive insurance policy, appropriate driving license etc. and complying with the entire statutory requirement including labour laws that may be necessary in this respect, Notified Area Council, Padampur will not be responsible for any consequence out of any violation of Rules or Act by the agency.
4. The agency shall indemnify the Notified Area Council, Padampur against any claim, losses, damages concerning to workers/ employees during the contract period.
5. Payment shall be made by the agency to his employees/ workers as for their category and nature of work which shall not be less than the declared from time to time under minimum wages Act by Govt. of Odisha.
6. The successful bidders shall execute an agreement with the Notified Area Council, Padampur within 15 days from the date of receipt of letter of acceptance from Notified Area Council, Padampur. The EMD of the unsuccessful tenderers shall be refunded back on application only after finalization of the bid and drawl of agreement with the successful bidder. In case of failure to execute agreement in time, the EMD will be forfeited to Notified Area Council, Padampur fund. The different clauses of tender call notice mentioned herein including DTCN shall form a part of the agreement.
7. Details of Terms & Conditions will be incorporated in the agreement.
8. The sweepers, labours engaged for collection of waste, drain cleaners, bush cutters etc engaged for loading & 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 Notified Area Council, Padampur.
9. Notified Area Council, Padampur 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 Notified Area Council, Padampur.
10. The agency will submit the Bill along with statutory demand like ESI, EPF etc at the end of each month for payment.
11. Notified Area Council, Padampur 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. 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.
13. If the Agency will not perform the sanitation work to the satisfaction of Padampur N.A.C. authorities in any particular day or will not respond to any complaint received from general public regarding sanitation work within four hours receiving complaint at the NAC Office , then the Notified Area Council, Padampur 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 Notified Area Council, Padampur or may impose penalty up to 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.
14. The waste collectors engaged by the agency shall collect solid waste on daily basis in particular fixed timing area wise as may be finalized by the agency in consultation with the Officer-In-Charge of Notified Area Council, Padampur.


 Executive Officer
 NAC Padampur

15. 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.
16. Executive Officer, Notified Area Council, Padampur 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.
17. The contract will be for a period of 3 (Three) years subject to satisfactory performance of the contractor. Notified Area Council, Padampur 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. The tender can extendable up to two more years after satisfactory completion and mutual discussion between the Authority and the service provider.
18. 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 11 wards. The tenderer should quote only the service charge in the respective space under this contract in Schedule –I of financial bid and that the rates should not be proposed on the basis of estimated cost 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.
19. Acceptance by the Committee/ 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.
20. The Bidder making the lowest Financial Offer would be declared as the L1 Bidder.
21. Failure of the Successful Bidder to comply with the requirements of Clause mentioned in the NIT shall constitute sufficient grounds for the annulment of the Bid, and forfeiture of the EMD. In such an event, Notified Area Council, Padampur 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 Notified Area Council, Padampur, including annulment of the bidding process.
22. The payment will be made on presentation of pre-receipted bill (in duplicate) complete in all respects on monthly basis after completion of the month for having rendered the services satisfactorily. For this purpose the Contractor/Agency should obtain certificate from the authorized Officer regarding satisfactory completion of the work.
23. In case, 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.
24. The agency should maintain a public complain & suggestion register showing daily record of cleaning with remark of inhabitants which may be checked by the Officer-In- Charge of Notified Area Council, Padampur to assess the performance of the agency awarded to execute the work.
25. Lifting & disposal of carcasses of animals, waste handling of slaughter house and fish market, collection & disposal of bio-medical waste.
26. All disputes shall be under the jurisdiction of the court at the place where the head quarter of the authority who has executed the agreement is located.


 Executive Officer
 NAC Padampur



Settlement of Disputes:

If any dispute with regard to the interpretation, difference, clarification or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to the Collector, Bargarh for decision and his decision will be final and binding on both NAC and the agency.

Jurisdiction of the Court:

Legal proceedings if any shall be subject to the Bargarh District jurisdiction only.


Executive Officer,
NAC, Padampur
Executive Officer
NAC Padampur

ANNEXURE
(On the letterhead of the 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:

TECHNICAL TENDER SUBMISSION FORM

(to be furnished in the technical proposal)
(On the letterhead of the agency)

Date:

To

The Executive Officer,
Notified Area Council, Padampur

Sub: CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT NOTIFIED AREA COUNCIL, PADAMPUR Ward No. 1 to 11.

Ref: Your NIT No. _____ dated _____.

Sir ,

1. We, the undersigned, offer to provide for cleaning, sanitation and waste disposal services at Notified Area Council, Padampur in eleven wards. We are hereby submitting our proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.
2. We hereby declare our confirmation of acceptance of the Conditions of Contract mentioned in the NIT document under reference cited above.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.
4. Every page so attached with this tender bears my signature and the office seal.
5. Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.
6. I hereby declare that my company has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.
7. We understand you are not bound to accept any Proposal you receive.

Cost of Tender Paper drawn in favour of Executive Officer, Notified Area Council, Padampur payable at Padampur is/are enclosed vide DD No. _____ Dt. _____ & DDNo _____ Dt. _____ respectively as required.

Cost of EMD drawn in favour of Executive Officer, Notified Area Council, Padampur payable at Padampur is enclosed vide DD No. _____ Dt. _____ or TDR No. _____ Dt. _____ as required as per NIT.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address: _____ (Organization Seal)

(to be furnished in the technical proposal)

(On the letterhead of the agency)

PROFILE OF THE AGENCY

Name of the Agency	
Registered Office Address Telephone No email ID	
Status of the Agency	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline Mobile	
Email id (Official email id for correspondence if any)	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
GST Registration No	(furnish copy of the GST Registration of the Agency)
EPF Registration No	(furnish copy of the EPF registration certificate of the Agency)
ESI Registration No	(furnish copy of the ESI registration certificate of the Agency)
Income Tax No. (PAN)	(furnish copy of the PAN)
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment for services if any (if selected)	a. Name of the Bank : b. Name of the Account & Full address of the branch concerned c. Account no. of the bidder: d. IFS Code of the Bank:

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

(to be furnished in the technical proposal)
ANNUAL AVERAGE TURN OVER STATEMENT
 (To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Rs.
1	2020-21	
2	2021-22	
3	2022-23	
Average Annual Turnover in Rs.		

*Provisional audited statement shall not be considered.

Date:
 Signature of Chartered Accountant
 Place:
 (Name in Capital)
 Seal
 Membership No.

Note: 1) To be issued in the letter head of the Chartered Accountant with membership No.
 2) Also attach photocopies of the audited account of each year highlighting the turnover.

(to be furnished in the technical proposal)
Format for Power of Attorney for Signing of Proposal
(On a Stamp Paper of Rs.100/-)

Power of Attorney

Know all persons by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr / Ms.....(name and residential address) who is presently employed/working with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for Executing Sanitation Work in 11 wards of Notified Area Council, Padampur including signing and submission of all documents and providing information / responses to the E.O., N.A.C., Padampur, representing us in all matters before N.A.C., Padampur authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2024

For _____

(Name, Designation and address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date: _____

Note:

- i. To be executed by the Chief of the Agency.
- ii. Common seal affixed in accordance with the required procedure.
- iii. In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney

(to be furnished in the technical proposal)
**Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners of Entity are not
blacklisted
(On a Stamp Paper of Rs.20/-)**

Affidavit

I, M/s. (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government/ Department /ULBs/ Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated thisDay of, 2024

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

(to be furnished in the technical proposal)
(On the letterhead of the agency)

Anti Collusion Certificate

We hereby certify and confirm that in the preparation and submission of our Proposal for executing sanitation work in eleven wards of Notified Area Council, Padampur under this NIT Reference No. _____ Dt _____, 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 anticompetitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2024

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

**UNDERTAKING REGARDING NOT HAVE ANY PENDING JUDICIAL PROCEEDINGS FOR ANY
CRIMINAL OFFENCES**

(to be furnished in the technical proposal)

(On the letterhead of the agency)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor / Director / Persons to be deployed by our company.

I/ We further certify that Proprietor / Director / Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signatory
(In full and Initials)

Name and Designation of the Signatory :

Name of the Bidder and Address:

AFFIDAVIT
REGARDING CORRECT & GENUINE OF DOCUMENTS FURNISHED IN THE TENDER
(On a Stamp Paper of Rs.20/-)

1. I, _____ S/o _____, (Designation) _____, (Name of Firm & address) _____ signatory of the Service Provider mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read & understood all the terms & conditions of the tender & undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge & belief. I/We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Designation:

Address:

Seal:

IDENTIFIED BY

ADVOCATE

DEPONENT

AFFIDAVIT
NO RELATION CERTIFICATE
(On a Stamp Paper of Rs.20/-)

I, _____, Director/Partner, _____ am competent for submission of the affidavit on behalf of _____ do solemnly affirm on oath & state that:

1. No close relative of the undersigned and our firm/company is working in the office of the Executive Officer, Padampur N.A.C., Dist.-Bargarh, PIN-768036 and not related to any officers & staff of the department.
2. I am aware that, if the facts subsequently proved to be false my/our contract will be rescinded with forfeiture of EMD, ISD & S.D. if any.
3. I do hereby certify that, the facts mentioned above are correct to the best of my knowledge & belief.

Signature with seal of the Deponent.
 Name & Designation of the signatory:
 Name of the Bidder and address:

IDENTIFIED BY

ADVOCATE

DEPONENT

AFFIDAVIT
Self –declaration of not being ineligible
(On a Stamp Paper of Rs.20/-)

I, _____ aged about _____ years S/o. _____, (Designation & Firm name)
 _____ do hereby solemnly declare as follows:

1. That pursuant to the NIT No. _____ Dt. _____ of the Office of the Executive Officer, Padampur N.A.C., I am an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents, I am to declare that, our firm has not been blacklisted by any Central/State Govt. Organization or by any public Sector undertakings of the State/Central Govt.
3. That neither any criminal case nor any vigilance case is pending against our firm before any forum till date.
4. That the facts stated above are true to the best of my knowledge and belief.

Signature of Authorized Signatory with Seal

Full Name:
 Designation:
 Address:
 Phone No. (M):

IDENTIFIED BY

ADVOCATE

DEPONENT

Anti-Collusion Certificate

(On the letterhead of the agency)

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, 2024

.....
(Name of the Bidder)

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

.....
(Name of the Authorised Person)

DECLARATION
(On the letterhead of the agency)

1. I _____ S/o. _____, Director/Partner/ Proprietor of _____, PO/PS/Dist.- _____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide them.
3. The information /documents furnished along with the tender application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Signatory with Seal

Place:
Full Name:

Date:
Designation:
Address:

Phone No.(O):

Phone No.(M):

CRITERIA FOR EVALUATION (Evaluation of Technical Proposals)

In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive shall qualify for further detail 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	Annual Average Turnover (2020-21, 2021-22 & 2022-23)	25	<ul style="list-style-type: none"> • 03 – 05 Crore : 15 marks • 05 – 10 Crore : 20 marks • >10 Crore : 25 marks
2	Performance/ Credential Certificates of any previous ULB related assignment.	10	<ul style="list-style-type: none"> • Satisfactory Work Performance Submitted: 10 marks • Otherwise 0 marks
3	Experience in providing manpower in single work order in any single ULB for sanitation work (To be determined from Work order Only)	20	<ul style="list-style-type: none"> • 70 to 100 : 10 marks • More than 100 : 20 marks
4	Average no of own vehicles like LCV or other vehicles etc (To be determined from RC of the vehicle in the name of the agency)	20	<ul style="list-style-type: none"> • 0 to 05 no's : 10 marks • 05 to 10 no's : 15 marks • More than 10 no's : 20 marks
5	Technical Presentation	25	<ul style="list-style-type: none"> • Past Experience – 05 marks • How to manage sanitation work in Padampur NAC – 20 marks <p>The bidders are instructed to give presentation on these points for 10 to 15 minutes.</p>

*Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 70 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

FINANCIAL BID

- The Tender Committee has decided that each bidder must quote his rate which should be equal or more than 3.85% and maximum up to 7 %, otherwise the bid shall be treated unresponsive and will not be considered for further evaluation and will be disqualified. The bidder must quote his rate up to only two digits after decimal. Also, Wrong computation in Financial Bid will be liable for rejection.
- 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 contract. 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.

Devi
22/2/24
Executive Officer
NAC Padampur

FORM F-1

(On the letterhead of the agency)
(To be submitted with Financial Proposal)

To
 The Executive Officer,
 Notified Area Council, Padampur.
 Dist.-Bargarh, Odisha, PIN-768036

Sub: Request for Proposal for providing sanitation services in eleven wards of Padampur N.A.C.

Re.: NIT Reference No. _____ dated _____

Sir,

1. Having carefully examined all the parts of the NIT documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the contract, I/We hereby propose to offer the services as described in the NIT document in conformity with the conditions of contract, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the RFP document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the required fees at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertake not to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offer together with your written acceptance thereof shall constitute a binding contract between me/us and the Authority of Padampur N.A.C.
6. We submit the Schedule of Prices as appended herewith.

Encl: Schedule of Prices (Form F2)

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address: _____

(Organization Seal)

FORM F-2

(On the letterhead of the agency)

FINANCIAL BID

Sl. No	Scope of Work	Monthly Estimated cost	Rates quoted for service Charges as per Guideline in %	Total cost (Monthly) (In Rupees)	
			Both in words & in Figures	In Figures	In Words
1.	“CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT NOTIFIED AREA COUNCIL, PADAMPUR (Ward No. 1 to 11).”	Rs. 14,59,977/-			

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address: _____

(Organization Seal)

CHECK LIST FOR OFFICE USE

Sl.No	Mention List of documents as per NIT	Submitted Yes/No	Mention Page No.
1	2	3	4
1			
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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./Fax No:-

Mobile No:-

e-mail id:-

Signature of the bidder (In Full& Initial)

Executive Officer,
Notified Area Council, Padampur.