



Housing & Urban Development Department

RFP No: 3345, Dated: 19/08/2025

REQUEST FOR PROPOSAL (RFP) FOR

SELECTON OF AN AGENCY/FIRM FOR "SUPPLYING OF DOOR-TO-DOOR WASTE COLLECTION COMPARTMENTALIZED LCV VEHICLES INCLUDING DRIVERS. TRACTOR VEHICLES INCLUDING DRIVERS ON HIRING BASIS FOR BARGARH MUNICIPALITY"

TENDER SCHEDULE

The Executive Officer, Bargarh Municipality, H&UD Department, Government of Odisha invites technical and financial proposals from reputed implementing Agencies/ Firms of National and international repute for "Selection of An Agency/Firm For "Supplying of Door-to-Door Waste Collection Compartmentalized LCV Vehicles Including Drivers. Tractor Vehicles Including Drivers on Hiring Basis for Bargarh Municipality Area in Bargarh District detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit <https://bargarh.odisha.gov.in/tender> & <https://www.bargarhmunicipality.in/tender.php>)

01	Nature of Works	Selection of An Agency/Firm For "Supplying of Door To Door Waste Collection Compartmentalized LCV Vehicles Including Drivers. Tractor Vehicles Including Drivers on Hiring Basis for Bargarh Municipality
02	RFP (Bid)Cost	1000/- (Rupees one Thousand only) (non-refundable) Only
03	EMD	Rs. 3,00,000/- (Rupees Three Lakh)only
04	Availability of RFP document in the website	21-08-2025
05	Last date of receipt of Bid	06-09-2025
06	Mode of Receipt of Bids	Speed/Regd. Post/ Courier
07	Date of opening of Technical Bid & PPT(Methodology including Management)	08-09-2025 at 03:00PM
08	Financial Bid	09-09-2025 at 11:00AM
09	Address for Business query and correspondence	Bargarh Municipality, Ward No-10, Dist: Bargarh Pin-768028

The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Bargarh District website <https://bargarh.odisha.gov.in/tender> & <https://www.bargarhmunicipality.in/tender.php> Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contacts E-mail ID www.bargarhmunicipality.eo@gmail.com.


Executive Officer
Bargarh Municipality
Executive Officer
BARGARH MUNICIPALITY

Introduction

Bargarh Municipality, declared as an Urban Local Body vide Notification No. 5117/LSG dated 28.08.1951 and functioning since 01.05.1952, covers an area of 16.72 sq. km with a population of 80,440 as per the 2011 Census, comprising 41,359 males and 39,081 females. The Municipality consists of 19 wards, including 82 slums with a total slum population of 33,479 out of 10,856 households, of which 6,481 are slum households. Since 01.05.2004, the Municipality office has been operating from its own building located alongside National Highway-06.

Geographically, the Municipality is bounded by Dang, Khaliapali, and Padhanpali villages in the north, Ruhunia in the south, Tora in the east, and Haldipali, Sountpur, and Dumerpali in the west. Bargarh District, to which the Municipality belongs, was formed on 1st April 1993 after being separated from Sambalpur District. Situated in the westernmost part of Odisha between 20°43' to 21°41' north latitude and 82°39' to 83°58' east longitude, the district is surrounded by Chhattisgarh in the north, Sambalpur in the east, Balangir and Subarnapur in the south, and Nuapada in the west.

As the nodal body of the tourist city of Odisha, Bargarh Municipality is responsible for ensuring efficient and sustainable health and sanitation services within the city. To maintain citywide cleanliness, the Municipality undertakes door-to-door collection of segregated waste and processes it at designated Wealth Centers (MCC/MRF). In line with this mission, Bargarh Municipality intends to hire compartmentalized lower commercial vehicles with dual partitions and tractors with trolleys for the collection and transportation of wet and dry waste along with drivers.

The standard technical specifications for compartmentalized trolleys of lower commercial vehicles are enclosed in Appendix-I of this bid document.

2. GENERAL TERMS OF BIDDING

Minimum eligibility Criteria

- a. Should be registered under the Indian Company act/Proprietor or Partnership Firm act, /Indian Societies Act 1860/Indian Trust Act/Indian Religious and Charitable Trusts Act/or as a not-for-profit Company under the companies Act or the relevant state Acts for/ The detailed should be submitted with the technical bid of tender document with self-attestation.
- b. The bidder should be in operation in the field & should have prior experience in soiled waste management, Cleaning Sanitation, Door to door collection with Govt. sector like Municipal Corporation, Municipality and other Govt. Office, and public sector Department, and should have Labour license, EPF and ESI registration. The Proof of work order or experience and others should be accompanied with the technical bid of tender document.
- c. The bidder must have successfully completed in similar work under any Govt. organization or urban projects, which proof of experience should be accompanied with the technical bid of tender document.

- d. The bidder must have work order continue project or experience at least 1 assignment of supplying, Operation & Maintenance of sanitation vehicles to Central/ State government or PSU under sanitation work cost of minimum INR 20Lakhs within the 3 years of any year preceding the proposal due date.
- e. If any criminal cases are pending against the bidder at the time submitting the bid, then the bid shall be summarily rejected. The bidder shall submit and affidavit in negation of the above.

Financial eligibility:

- a. "The bidder should have a minimum turnover of INR 2 Crore during the last three financial years (2021–22, 2022–23, and 2023–24), duly certified by a Chartered Accountant, with the latest financial year ending on 31.03.2024."

3. Evaluation criteria

Only those Bidders who meet the minimum eligibility criteria shall qualify for financial bid opening. The QCBS method adopt for selection of qualified bidder.

- I. The bidders with technical score of minimum 50% (i.e, 50 out of 100 marks) and above will be considered technically qualified for further process.
- II. The eligible agencies may be called for a technical presentation of the concept plan submitted.
- III. The price bids of technically qualified bidders will only be opened for financial evaluation.

The financial proposal will be opened in the presence of the Bidder/their representatives. The Financial Proposal 50% and Technical proposal 50% mark will be taken for QCBS method calculation. The highest mark who secure in both bid declared as qualified bidder then work order pledge to him. The QCBS Calculation method is **Quality and Cost Based Selection (QCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal. Technical Score (Ts) will be awarded to each bidder in accordance with the marks obtained during the technical evaluation stage. There shall be **50% weightage** to technical score and **50% weightage** to financial score.

The individual bidder's financial score (Fs) will be evaluated as per the formula given below:

$$Fs = [Fm/Fb] \times 100 \text{ (rounded off to 2 decimal places)}$$

Where,

Fs= Financial score of the bidder

Fm = Minimum financial quote among the technically qualified bidders

Fb Financial quote of the bidder under consideration

$$\text{Combined Score(s)} = Ts \times 0.5 + Fs \times 0.5$$

Where Ts = Technical Score secured by the bidder/ Where Fs= Financial Score secured by the bidder. The bidder securing the highest evaluated Combined Score(s) will be declared as the preferred bidder.

Selection of Agency

The Agency securing the highest combined score would be the Selected Agency. The Second and third Ranked Agency shall be kept in reserve and may be invited for negotiations in case the first ranked Agencies withdraws or fails to comply with the requirements specified in the RFP document.

4. Fees to be Paid by Bidder

Bid Security/EMD:

- a. The agency shall submit EMD amounting **Rs. 3,00,000/- (Rupees Three Lakh)only** in shape of Demand Draft form any scheduled commercial bank in favor of '**The Executive Officer, Bargarh Municipality, Bargarh**' payable in Bargarh. (for MSME firm EMD exemption as per Govt. order of MSME department)
- b. No interest would be payable for any period on EMD or any other amount lying with the purchaser.
- c. The EMD of the Successful Bidder will be refunded/released only after the receipt of the prescribed performance Security deposit/Bank Guarantee.
- d. The EMD submitted by bidders other than qualified bidder will be refunded to them on issuance of Work Order to the qualified bidder
- e. The Security shall be forfeited by Bargarh Municipality in the following cases:
 - i. If the bidder withdraws its Bid/Proposal after due date & during the Proposal Validity Period.
 - ii. Bidder engages in corrupt, fraudulent, coercive or undesirable practice or restrictive practice as specified in the tender document.
 - iii. In case the bidder refuses to supply the material after receiving the LOA/Purchase Order.
 - iv. In case of a successful bidder, unable to supply the material within the due date and time as mentioned in the tender document from the issuance of LOA/Purchase Order.

Performance Security

The selected bidder, for due and faithful performance of its obligations under the Management Contract, shall be required to provide a *Performance Security* equivalent to 3% of the annual contract value in the form of a *Bank Guarantee* from any scheduled bank, in favor of Bargarh Municipality, within 7 (seven) days of receiving the *Letter of Award (LOA)*.

In the case of MSME/NSIC-registered firms (specific to waste collection and management), exemption from submission of EMD will be allowed. However, such firms shall be required to deposit 25% of the Performance Security (i.e., 25% of 3% of the contract value). No exemption shall be allowed on the Tender Paper Fee.

The EMD of unsuccessful bidders shall be discharged/returned within 30 days from the date of execution of the agreement between the Authority and the selected agency. No interest shall be payable on the EMD. The EMD of the successful bidder shall be adjusted towards the Performance Security Deposit.

The EMD may be forfeited in the following cases:

- a) If the bidder withdraws its bid during the bid validity period.
- b) In case of the successful bidder, if the bidder fails to execute the work assigned.

Cost of Tender Document

- a) The bidders are required to submit INR 1,000/- (Rupees One Thousand only) as a non-refundable Tender Document Fee, payable through *Demand Draft* from any scheduled commercial bank, drawn in favor of "Executive Officer, Bargarh Municipality, Bargarh".
- b) The acknowledgement/receipt of the Tender Document Fee and EMD shall be submitted as part of the *Technical Bid*. Any bid submitted without the Tender Document Fee and EMD shall be summarily rejected

Terms and Conditions for Supply of Vehicles

- a) The bid is intended for carrying out the work for a period of five (5) years. However, the initial contract shall be awarded for three (3) years, which may be extended for a further period of two (2) years subject to satisfactory performance of the bidder.
- b) The vehicles must be in roadworthy condition, not more than one year old from the date of initial registration, and must possess valid documents, namely: Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, and proof of up-to-date tax payment. In case of procurement of new vehicles, a written undertaking shall be submitted. Self-attested copies of all documents shall be attached with the bid.
- c) The bidder shall provide 01 No. LCV (compartmentalized) and 01 No. Tractor with trolley with drivers (one per vehicle) on a daily basis.
- d) The driver of each vehicle must hold a valid Driving License for Light Commercial Vehicles (LCVs) and must have sufficient experience. Self-attested copies of driving licenses shall be attached with the bid.
- e) The bidder shall ensure supply of LCVs with adequate capacity as per the technical specifications in Appendix-I.
- f) The bidder shall ensure that the deployed vehicles report at the designated location on time as instructed by the Bargarh Municipality.
- g) All maintenance of the vehicles shall be carried out during off-duty hours. The vehicles must be available for duty during official hours as prescribed by Bargarh Municipality.
- h) In the event of breakdown, servicing, or repair of an assigned vehicle, the bidder shall, at their own cost, make alternate arrangements by providing a similar or higher category vehicle. Failure to do so shall attract penalty and/or termination of the contract as per the Penalty Clause.
- i) The personnel supplied by the agency (drivers) must not have any adverse police/criminal records. The agency shall conduct proper verification of their character and antecedents through the local police, and submit proof of identity such as driving license, bank account details, etc. An affidavit regarding the same must be submitted.

- j) The bidder shall maintain a logbook for each vehicle on a daily basis, duly signed by the designated authority. Non-maintenance of the logbook shall attract penalties as per Annexure-I. Upon termination of the contract, the logbooks shall be handed over to Bargarh Municipality.
- k) The bidder shall install sound systems in all LCVs and BOVs, maintain them in proper condition, and bear responsibility for any damage, subject to penalties under the penalty clause.
- l) The bidder shall ensure daily cleaning of all vehicles to avoid damage and to minimize foul smell generation.
- m) Vehicles must be parked at designated places as advised by Bargarh Municipality and must remain available when not on duty. If the vehicle is taken away for refueling/repairs, it shall be done with prior knowledge of the Controlling Officer. Unauthorized movement shall be treated as non-availability and attract penalties.
- n) The bidder shall keep backup vehicles (1 reserve for every 10 vehicles) and also maintain extra manpower to cover for absent drivers.
- o) The bidder shall **provide uniforms and ID badges to all drivers** and loaders at their own cost, duly approved by Bargarh Municipality.
- p) Each LCV must achieve a fuel efficiency of 12–15 km per litre. Fuel shall be provided by Bargarh Municipality as per actual work done on a daily basis. Replacement of BOC batteries, if required, shall also be borne by Bargarh Municipality.
- q) The bidder shall ensure that drivers paid minimum wages as notified by the Labour Commissioner from time to time. Payment must be made within the **1st week of every month**, irrespective of release of payment by the Municipality, to avoid interruption of services.
- r) The bidder shall be responsible for compliance with all applicable Labour Laws including Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act, etc. The employees of the bidder shall not be treated as employees of the Municipality. Any change in minimum wages by the Government shall be reimbursed to the bidder by the Municipality.
- s) The bidder shall be solely responsible for any claims by third parties or employees of the Municipality for injuries caused by the drivers, whether by accident or otherwise.
- t) During the contract period, if a vehicle is seized, detained, or requisitioned by Police/Motor Vehicle Authority or any other authority, it shall be at the bidder's risk. The bidder must immediately provide an alternate vehicle of similar or higher category at no extra cost.
- u) The vehicles cannot be used for any private or commercial purpose beyond duty hours or on holidays. Unauthorized use of vehicles by the driver/service provider shall lead to immediate termination of the contract. The agency must ensure safe driving practices and avoid negligent driving such as rash driving, speeding, or driving with defective brakes.

- v) The vehicles shall be engaged for door-to-door waste collection from 6:00 AM to 11:00 AM as per routes defined by Bargarh Municipality and deposit waste at designated MCC/MRF. From 11:00 AM onwards, vehicles shall collect commercial waste from hotels, lodges, etc., and deposit it at MCC/MRF. Additionally, vehicles shall be engaged for night waste collection from commercial establishments between 8:30 PM to 11:00 PM daily, as instructed by Bargarh Municipality.

5. The Obligations of Principal:

- a) Bargarh Municipality shall make the payment at the end of every month by credit into the bank account of the agency through bank ECS/RTGS within 15 day from the date of receipt of bills complete in all respect. User department shall pay the vendor all amounts on an invoice that are not subject of a Bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all materials respects in terms of this Agreement.
- b) The payment shall be subject to any deductions such as penalties, statutory deduction (TDS and other taxes time to time) etc. as per the latest notifications of the financial department.
- c) The principal shall be responsible for costs relating to toll gate charges, parking charges. If any paid during the journey would be billed on actual and shall be paid by Principal.

6. Penalty Clauses and Amount:-

Sl. No.	Clause of Penalty	Amount of Penalty
1	Not wearing uniform/PPE during duty hours	Rs. 400 per day / per driver
2	Delay in reporting for duty on the field	Rs. 1,000 per day / per vehicle
3	Disobedience or misbehavior of driver during duty hours	Rs. 400 per day / per driver
4	Poor maintenance of the vehicle	Rs. 1,000 per day / per vehicle
5	Using mobile phone while driving	Rs. 1,000 per day / per driver
6	Consuming alcohol during duty hours	Rs. 2,000 per day / per driver
7	Non-maintenance of sound system	Rs. 1,000 per vehicle

TENDERING PROCEDURE & SCHEDULE

Schedule of Events :

SI No	Description	Critical dates
1	Availability of RFP document in the website	Thursday, August,21,2025
2	Last date of receipt of Bid	Saturday, September 6, 2025
3	Mode of Receipt of Bids	Speed/Regd. Post/ Courier
4	Date of opening of Technical Bid & PPT presentation Methodology including Management	08-09-2025 at 03:00PM
5	Financial Bid	09-09-2025 at 11:00AM
6	Address for Business query and correspondence	Bargarh Municipality, Ward No-10,Dist: Bagrah Pin-768028

Amendment of Tender Document

At any time prior to the Proposal/Bid Due Date, Bargarh Municipality may, for any reason, whether on its own initiative or in response to clarifications requested by a bidder, modify the RFP document by issuing an Addendum/Corrigendum. Such Addendum/Corrigendum shall be uploaded on the official websites: <https://bargarhmunicipality.nic.in> and www.bargarh.odisha.gov.in, and shall be binding on all prospective bidders.

Preparation and Submission of Proposal

1. Submission of Proposals

- The Technical Proposal (Part-A) and the Financial Proposal (Part-B) must be submitted in separate sealed envelopes, clearly super-scribed and bearing the bidder's name and address in the left-hand corner of each envelope.
- The envelopes shall be marked as follows:

Part-A: Technical Proposal

- As per the format attached in Annexures I, II, III, IV, and V of this RFP.
- *Super-scription:*
"Technical Proposal for Supplying of 01 No. Door-to-Door Waste Collection Compartmentalized LCV Vehicle including and 01 No. Tractor Vehicle including Driver on Hiring Basis for Bargarh Municipality."

Part-B: Financial Proposal

- As per the format attached in Annexure VI of this RFP.
- *Super-scription:*
"Financial Proposal for Supplying of 01 No. Door-to-Door Waste Collection Compartmentalized LCV Vehicle including Driver, and 01 No. Tractor Vehicle including Driver on Hiring Basis for Bargarh Municipality."

Both envelopes (Part-A and Part-B) shall then be placed in a separate sealed outer cover, clearly **super-scribed** as:
"Proposal for Supplying of 01 No. Door-to-Door Waste Collection Compartmentalized LCV Vehicle including Driver, and 01 No. Tractor Vehicle including Driver on Hiring Basis for Bargarh Municipality."

The bidder's name and address must also be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to:

To
The Executive Officer
Bargarh Municipality
Bargarh – 752001
SBM Section

2. Important Notes

- If the outer envelope or the Financial Proposal envelope is not sealed and marked as specified, the Authority shall not be held responsible for misplacement or premature opening of the tender.
- Submission of tenders through Telex, Cable, or Facsimile shall not be accepted.

3. Opening of Financial Proposal

- The Financial Proposals shall be opened only after evaluation of the Technical Proposals, on scheduled dates to be intimated by the Authority to the technically qualified bidders.
- In case of any discrepancy between the figures and words in the Financial Proposal, the amount stated in words shall prevail.

4. Presentation of Action Plan

- After completion of the Technical Bid evaluation, all participating bidders shall be required to make a PowerPoint presentation before the Evaluation Committee.
- The presentation shall include the Action Plan, strategy, and methodology for execution of the work.
- This presentation will form part of the Technical Evaluation process.
- The date, time, and venue of the presentation shall be communicated separately by the Authority.

Bid Submission Due Date

The duly sealed proposal, complete in all respects, must reach the Authority at the address, time, and date specified in the RFP through Speed Post, Registered Post, or Courier. In case the specified date for submission of proposals is declared a holiday for the Authority, the proposals will be received up to the appointed time on the next working day.

Bidder's Responsibility

It shall be deemed that, prior to submission of the proposal, the Bidder has made a complete and careful examination of:

- a) The requirements and other information set forth in this tender document.
- b) Bargarh Municipality shall not be liable for any mistake, error, or negligence by the Bidder in respect of the above. Proposals that are not substantively responsive to the requirements of this tender document will be rejected.

A) Technical Bid

The following documents shall be submitted in the Technical Bid:

- i. EMD acknowledgement receipt.
- ii. Bid Document Fee acknowledgement receipt.
- iii. Letter of Application (as per Annexure-I).
- iv. General Information of the Bidder (as per Annexure-II).
- v. Technical Eligibility Criteria (as per Annexure-III).
- vi. Financial Capability of the Bidder (as per Annexure-IV).
- vii. Anti-blacklisting and Authenticity of Bid Documents Certificate (as per Annexure-V).
- viii. Proforma for Bank Guarantee for Earnest Money Deposit (as per Annexure-VII).

B) Financial Bid

The following document shall be submitted in the Financial Bid:

- i. Format for Financial Proposal (as per Annexure-VI).
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Opening of Proposals

- i. The Technical Proposals received shall be opened by the Tender Committee constituted by Bargarh Municipality. The date and time of opening the Technical Proposal are mentioned in this bid document.
 - ii. Bargarh Municipality reserves the right to reject any Proposal, if:
 - a) The information and documents have not been submitted as requested or in the formats specified in the bid document.
 - b) There are inconsistencies between the proposal and the supporting documents.
 - c) Any conditions are proposed with the Technical and/or Financial Proposals. No request for modification or withdrawal shall be entertained by Bargarh Municipality in respect of such Proposals.
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Evaluation of Proposals

The evaluation of Proposals shall be conducted in two (2) steps, as explained below:

Step-I: Opening of Technical Proposal

- i. The EMD receipt and Bid Document Fee receipt shall be verified. Proposals without the appropriate EMD and Bid Document Fee shall be rejected.
- ii. The Minimum Eligibility Criteria of the Applicant shall then be checked. The Technical Proposal of Applicants who meet the Minimum Eligibility Criteria shall be evaluated. Proposals not meeting the Minimum Eligibility Criteria will be rejected outright.

Step-II: Opening of Financial Proposal

The Financial Proposal shall not be opened until the evaluation process in Step-I is completed.

The Selected Applicant shall be the Bidder who qualifies technically in Step-I and has quoted the lowest (L1) rate for "Supplying of 01 no. of Door-to-Door Waste Collection Compartmentalized LCV Vehicle including Driver & 01 no. Tractor Vehicle including Driver on Hiring Basis for Bargarh Municipality."

The L2 and L3 bidders shall be kept in reserve and may be invited for negotiations in case the L1 bidder withdraws or fails to comply with the requirements specified in the tender document.

- c) The prices quoted by the bidders are negotiable, and Bargarh Municipality may call the bidders for negotiation on the quoted price.
 - d) The Proposals (both Technical and Financial) shall be unconditional; any conditional proposal will be rejected.
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Right to Reject Proposals

- a) Bargarh Municipality reserves the right to reject any or all Proposals, including the lowest Proposal, or withdraw the invitation at any stage without assigning any reason. Nothing

contained herein shall confer any right upon a bidder or create any obligation/liability upon Bargarh Municipality of any type whatsoever.

- b) In case of breach of any terms and conditions or failure to supply the required materials by the successful bidder, Bargarh Municipality reserves the right to cancel the order/contract without assigning any reason. No payment shall be made in such cases, and the Security Deposit will be forfeited.
- c) The decision of the Tender Committee formed by Bargarh Municipality regarding the selection/rejection of bidders shall be final, based on the proposals submitted and the quality of materials to be supplied.
- d) The Purchase Order/Letter of Acceptance (LoA) shall be issued to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. However, the Purchase Committee shall not be bound to accept the lowest rate; acceptance shall also depend on the quality of materials supplied to meet the requirements for fogging and waste management.

Annexure – I (Minimum Technical Specification)

1. LCV Vehicle:

PARAMETER	SPECIFICATION
Container volume (Cubic Meter)	2 CuM
Tipper body Pivot Length	1546 MM
Tipper body Length	2165 MM
Tipper bed Height	670 MM
Overall Height of Tipper from Ground	1489 MM
Body Plate Thickness	1.6MM
Main Frame Thickness	3MM
Hydraulic System	Yes
Hydraulic System Driven by	Main Engine
Compartments	Have two compartments for wet and dry waste collection of 30:70 ratio i.e, compartments to be divided in 30% for wet and 70% for dry having fully partition in between.
Branding	Both the compartments to be colored i.e., green for wet side and blue for dry side with written as wet and dry with logos of Bargarh municipality and other branding as suggested by Bargarh Municipality.
Extra compartment	Two rings of metal to carry 20 liters of bucket to be installed in the back side of two compartments for additional waste collection.

Annexure –I
Letter of
Application

(To be submitted on Bidders letter head and signed by the bidder's Authorized Signatory)

To

The Executive Officer,
Bargarh Municipality, Bargarh

Sub: Supplying of 01 No. Door-to-Door Waste Collection Compartmentalized LCV Vehicle including Driver and 01 No. Tractor Vehicle including Driver on Hiring Basis for Bargarh Municipality

Dear Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having fully studied and understood all the information provided in the bid document, I/we, the undersigned, hereby submit our proposal as a bidder for "*Supplying of 01 No. Door-to-Door Waste Collection Compartmentalized LCV Vehicle including Driver and 01 No. Tractor Vehicle including Driver on Hiring Basis for Bargarh Municipality.*"
2. Our Technical and Financial Proposals, duly filled in and supported with the requisite documents, are enclosed herewith as per the prescribed formats.
3. Bargarh Municipality and its authorized representatives are hereby authorized to conduct any inquiries/investigations to verify the statements, documents, and information submitted in connection with this Proposal. They are further authorized to seek clarifications from our bankers regarding any financial and technical aspects. This Letter of Application shall also serve as authorization to any individual or authorized representative of any institution referred to in the supporting documents to provide such information as deemed necessary by you to verify the statements, credentials, and competence of the Applicant.
4. This Proposal is made with the full understanding that:
 - a) Bargarh Municipality reserves the right to reject or accept any Proposal, cancel the bidding process, and/or reject all Proposals.
 - b) Bargarh Municipality shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the same.
5. We, the undersigned, declare that the statements made and the information provided in the duly completed application forms are true, correct, and complete in every detail.
6. We hereby confirm that we have read, understood, and accepted all the terms, conditions, and requirements specified in the tender document and related project information.
7. We agree to keep our Proposal valid for **90 (ninety) days** from the Proposal Due Date and undertake not to make any modifications to its terms and conditions, which are not acceptable to Bargarh Municipality. Should this Proposal be accepted, we agree to abide by and fulfill all the terms, conditions, and provisions of the aforesaid documents.
8. This application is made with the full understanding that the validity of the Proposal submitted by us will be subject to verification of all information, terms, and conditions at the time of bidding and its final acceptance by Bargarh Municipality. We further agree that, without prejudice to any other right or remedy, Bargarh Municipality shall be at liberty to forfeit our Security Deposit in case of any default on our part.

Yours sincerely,

Authorized Signatory: _____

Name & Seal of Bidder: _____

Date: _____

Place: _____

Annexure-II
General Information of the Bidder

Sl. No.	<u>Details of Applicant</u> <u>On official letter pad</u>			
1	Name of the Agency			
2	Details of the Demand Draft			
3	Tender paper Cost-Rs.1000	Name of the Bank	Date of issue	DD No.
4	EMD Rs.3,00,000/-	Name of the Bank	Date of issue	DD No.
5	Name of the contact Person			
6	Designation			
7	Address	Present Address		
		Permanent Address		
8	E-mail ID			
9	Fax Number			
10	Registration Number of the Company/Society etc.			
11	If the Agency has a registered office in Odisha (Yes/No):			
12	Full address of Registered Office in Odisha			
13	If the agency has a corporate or Branch Office in Bargarh ?			
14	Full address of corporate or Branch Office in Bargarh.			
15	Mobile Number of the contract person at Registered Office in Odisha.			
16	Mobile Number of the contract person at corporate or Branch Office in Bargarh.			
17	EPF Registration No. with attached copy			
18	ESI Registration No. with attached copy			
19	PAN No.			
20	GST No.			
21	Annual Average Turnover (2021-22, 2022-23 & 2023-24)			

Annexure – IV

Financial Capability of the Bidder

(one the letter head of statutory Auditor/Chartered Accountant)

CERTIFICATE FORM THE STATUTORY AUDITOR REGARDING

Name of the Applicant :- (Insert Bidder Name)

Sl. No	Particulars	2021-22	2022-23	2023-24
1.	Annual Turnover			

Annexure-v

Anti- blacklisting and authenticity of bid documents

Certificate (Notarized Affidavit on Rs.100 stamp Paper)

[Format of self-certificate stating that the entity/promoter(s)/Director(s) of Entity are not blacklisted and authenticity of bid documents].

M/s.....(name of the Bidder), (the names and address of the registered office) hereby certify and confirm that we or any of our promoter(s)/director(s) are not debarred by any State Government/any other government entity or blacklisted by any state government or central government/department/Local Government/agency in India from participating in Project(s), either individually or as member of a consortium as on the(last date of submission of Bid).

We also confirm that all the bid/RFP documents submitted to Bargarh Municipality in connection with Bids Identification No..... of Are authentic and Bonafide document in the eyes of the law of the land. We further confirm that we are aware that our application for the captioned project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the RFP/tender document at any stage of the bidding process or thereafter during the agreement period . Date thisDays of2025.

Name of the Bidder

Signature of the Authorized

Person Name of the Authorized Person

Annexure VI
Financial Proposal

To,

**Executive Officer,
Bargarh Municipality,
Bargarh**

Ref: "Supplying of 01 nos. of Door-to-Door waste Collection Compartmentalized LCV Vehicles including Drivers & 1 nos. Tractor Vehicles including Drivers on Hiring Basis for Bargarh Municipality"

We, the undersigned, offer to provide the agency services for the Selection of an agency for management of the sanitation work and supply of the sanitation worker at Bargarh Municipality, Bargarh in accordance with your Request for Proposal date [Insert Date] and our Financial (For One Season of Service) as per details mentioned below.

Sl. No.	Name of Work	Amount Excluding Taxes (Rate to be quoted per vehicle per month)
1.	Supplying of 01 nos. of Door-to-Door Waste Collection Compartmentalized LCV Vehicles including Drivers for Bargarh Municipality	
2	Supplying of 1 nos. of tractor vehicles including Drivers on Hiring Basis for Bargarh Municipality	

N.B:- Detailed breakup of rate to be given separately in financial bid with documentation

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days form the last date of submission of proposal.

The Financial Proposal is without any condition

Yours faithfully,

Signature , name and designation of the Authorized Signature

With name and seal of Bidder

Annexure VII
PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT
(ON NON- JUDICIAL STAMP PAPER OF RS. 100)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No. _____ Dated _____ or
Supplying of 01 nos. of Door to Door waste Collection Compartmentalized LCV Vehicles including Drivers & 1 nos. Tractor Vehicles including Drivers on Hiring Basis For Bargarh Municipality,
M/s _____ Address _____
[Herein after referred to as Bidder wishes to participate in the
[Rupees _____ valid _____ for a period of _____ days (in words) is required to be submitted by the Bidder towards the Earnest Money Deposit.

1. We the _____ [Indicate the Name of the Bank] [Hereinafter referred to as 'the Bank'] at the Bidder do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by Executive Officer Bargarh Municipality, Bargarh an amount not exceeding INR _____ to the Executive Officer, Bargarh Municipality, Bargarh, without any reservation. The guarantee would remain valid up to _____ [date] and if any further extension to this is required, the same will be extended on receiving instruction from the Bidder on whose behalf this guarantee has been issued.
2. We the Bank do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Executive Officer, Bargarh Municipality, Bargarh stating that the amount claimed is due to by way of loss or damage caused to or would be caused to or suffered by the Executive Officer, Bargarh Municipality, Bargarh by reason of any breach by the said Bidder of any of the terms or conditions or failure to perform the said Bid. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR _____ (in words)
3. We, the Bank undertake to pay the District Collector, Bargarh any money so demanded notwithstanding any dispute or disputes so raised by the bidder in any suit or proceeding instituted /pending before any court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder shall have no claim against us for making such payment.
4. We, the Bank or our local branch in Bargarh, Odisha further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of the Executive Officer, Bargarh Municipality, Bargarh under by virtue of the said Bid have been fully and its claims satisfied or discharged or till Executive Officer, Bargarh Municipality, Bargarh Certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before there _____ (date) we shall be discharged from all liability under this guarantee thereafter.
5. We, the Bank or our local branch in Bargarh, Odisha further agree that the Executive Officer, Bargarh Municipality, Bargarh shall have the fullest liberty without our consent and without

affecting in any manner our obligations here under to vary any of the terms and conditions of the said bid or to extended time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Executive Officer, Bargarh Municipality, Bargarh against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Bidder or for any forbearance act or omission on the part of the Executive Officer, Bargarh Municipality, Bargarh or any indulgence by the Executive Officer, Bargarh Municipality, Bargarh to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

6. We, the Bank further agree that this guarantee shall also be deposited in the Favor of the Executive Officer Bargarh Municipality , Bargarh when demanded by the Bargarh Municipality without and inquiry at our place of business in Bargarh, Odisha .
7. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.
8. We, the Bank or our local branch in Bargarh, Odisha lastly undertake not revoke this Guarantee during its currency except with the previous consent of the Executive Officer, Bargarh Municipality , Bargarh in writing .
9. We, the Bank further agree that this guarantee shall also be invocable at our place of business in Bargarh, Odisha .

Dated _____ Day of

Witness (Signature, names & address)

For _____ [Indicate the name of Bank]

SEAL OF BANK

NOTES :-

- A. The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.
- B. The above format will also be used for drawing bank guarantee for performance Security Deposit.

M/s _____ Address _____ [Herein after referred to as Bidder wishes to participate in the said tender and a Bank Guarantee for the sum of INR

10. We the _____ [Indicate the Name of the Bank] [Hereinafter referred to as 'the Bank'] at the request of the Bidder do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written

request by Executive Officer, Bargarh Municipality, Bargarh an amount not exceeding INR_____ To The Executive Officer, Bargarh Municipality, Bargarh, without any reservation. The guarantee would remain valid upto _____[date] and if any further extension to this is required, the same will be extended on receiving instruction from the Bidder on whose behalf this guarantee has been issued.

11. We the Bank do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Executive Officer, Bargarh Municipality, Bargarh stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Executive Officer, Bargarh Municipality, Bargarh by reason of any breach by the said Bidder of any of the terms or 4 conditions or failure to perform the said Bid. Any demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR_____ (in words).
12. We, the Bank undertake to pay the District Collector, Bargarh any money so demanded not withstanding any dispute or disputes so raised by the bidder in any suit or proceeding instituted/ pending before any court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder shall have no claim against us for making such payment.
13. We, the Bank or our local branch in Bargarh, Odisha further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of the Executive Officer, Bargarh Municipality, Bargarh under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Executive Officer, Bargarh Municipality, Bargarh certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or
The_____ (date) we shall be discharged from all liability under this guarantee thereafter.
14. We, the Bank or our local branch in Bargarh, Odisha further agree that the Executive Officer, Bargarh Municipality, Bargarh shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Executive Officer, Bargarh Municipality, Bargarh against the said Bidder and to forbear or enforce any of the terms and conditions relating to said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Bidder or for any forbearance act or omission on the part of the Executive Officer, Bargarh Municipality, Bargarh or any indulgence by the Executive Officer, Bargarh Municipality, Bargarh to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

15. We, the Bank further agree that this guarantee shall also be deposited in the Favor of the Executive Officer Bargarh Municipality, Bargarh when demanded by the Bargarh Municipality without any inquiry at our place of business in Bargarh, Odisha .
16. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.
17. We, the Bank or our local branch in Bargarh, Odisha, Odisha lastly undertake not revoke this guarantee during its currency except with the previous consent of the Executive Officer, Bargarh Municipality, Bargarh in writing.
18. We, the Bank further agree that this guarantee shall also be invokable at our place of business in Bargarh, Odisha .

Dated _____ Day of 2021

Witness (Signature, names & address)

For _____ [Indicate the name of Bank]

SEAL OF BANK

Notes:-

- C. The non-judicial stamp paper of worth Rs. 100/- shall be purchased in the name of the bank, which has issued the bank guarantee
- D. The above format will also be used for drawing bank guarantee for performance Security Deposit

REQUEST FOR PROPOSAL (RFP) THROUGH QCBS FOR

“Supplying of 01 nos. of Door-to-Door waste Collection Compartmentalized LCV Vehicles including Drivers nos. Tractor Vehicles including Drivers on Hiring Basis for Bargarh Municipality”.

The Technical evaluation will include the evaluation of the Technical Proposal followed by Presentation, as specified below:

SN	Main Criteria and Weight out of Total 100 marks	Sub Criteria	Maximum Marks
1.	Financial Strength-15 Marks	Turnover(average of last three financial years) Upto Rs. 3 Cr.– 10 Marks. Additional 20 Lakh :-2.5 Mark	15
2.	Years of Experience in handling MSW in Municipal Corporation / Municipal Council area (to be determined from the work order / contract copies/Experience Certificate)-20 Marks	<ul style="list-style-type: none"> ➤ 1 - 5 Years : 10 marks ➤ 5 – 10 Years : 15 marks ➤ > 10 Years : 20 marks 	20
3	Actual Avg. tonnage of waste handled per day-15 Marks	<ul style="list-style-type: none"> ➤ 1 MT - 5 MT : 5 marks ➤ 5 MT - 10 MT : 10 marks ➤ > 10 MT : 15 marks 	15
4	Experience in sanitation work such as Operation & management of Numbers of sanitation vehicles (LCV/BOV/Tractor) in Municipalities during the last 3 (three) financial years. submit a proof of ownership of the vehicle (RC copy)- 15 Marks	<ul style="list-style-type: none"> ➤ 10 - 15 vehicle : 5 marks ➤ 15 – 20 Vehicle : 10 marks ➤ > 20 Vehicle : 15 marks 	15

SN	Main Criteria and Weight out of Total 100 marks	Sub Criteria	Maximum Marks
5.	Labour License	Bidder Must have labor license for a minimum of 200 workers	05
5.	ISO Certification- 10 Marks	For ISO certificate subject to ISO 9001:2015, :- 3 Marks ISO 14001:2015, :- 3 Marks ISO 45001:2018, :- 2 Marks ISO 27001:2022, :- 2 Marks	10
6.	Methodology including Management Plan- 20 Marks	Approach & Methodology including the work plan for executing the proposed services in this Municipality.	20

Note:

- i. The bidders with technical score of minimum 50% (i.e., 50 out of 100 marks) and above will be considered technically qualified for further process.
- ii. The eligible agencies may be called for a technical presentation of the concept plan submitted.
- iii. The price bids of technically qualified bidders will only be opened for financial evaluation.

Step-2: Financial Proposal

The financial bids of shortlisted agency's scoring at least 50% marks in the technical proposal. While preparing the financial proposal, the agencies are expected to consider the requirements and conditions as per the bid document.