



BID DOCUMENT
FOR
PRIVATISATION
OF SANITATION WORKS
NAC TUSURA

Details of Tender Call Notice

Name of the work	:	Providing Man power for SWM, cleaning and sanitation services in ward No. 1 to 11 in NACTusura
E.M.D	:	Rs. 25,000/- (Rupees Twenty Five thousand) only.
AGENCY	:	As per eligibility criteria
Period of contract	:	One (1) Year
Cost of Tender document	:	Rs.10,000/- (Rupees Ten thousand) only.
Performance Security	:	Rs. 3,00,000/- (Rupees Three lakh) only
Period of Sale of Tenderdocument	:	21.09.2024 to 15.10.2024 (in Office Working Days /hours)
Last Date for receipt of Filled inTender document	:	17.10.2024
Place & Date of Opening of Technical bid	:	18.10.2024 At Office of the NACNAC Tusura
Place & date of opening of Financial Bid of eligible Tenders	:	18.10.2024 At Office of the NAC Tusura
Officer invited the Tender	:	Executive Officer, NAC, Tusura
Likely date for commencement of deployment of required manpower	:	01.11.2024

Signature of Bidder


Executive Officer
NAC, Tusura

WORK DETAILS

SI No	Name of the work	Estimated cost per annum (Rs.)	E.M.D.	Cost of tender paper	Agency	Period of contract
1	Sanitation work in Ward No.1 to 11 providing door to door daily garbage collection, Road sweeping, drain cleaning, Garbage lifting, spraying disinfectants, Bush cutting, lifting of solid waste from drain, transportation of all kinds of garbage/waste from different areas of wards to MCC, MRF & dumping yard identified by the authority of NAC Tusura.	Rs. 1,43,09,544/-	Rs. 5,000/-	Rs. 10,000/-	As mentioned in the bid document and Tender call Notice.	One(1) year

Signature of Bidder


Executive Officer
NAC Tusura

Eligibility Criteria:

The technical bid shall be accompanied with self attested photo copy of following requisite Documents failing which the bid shall be rejected out rightly.

1. The bidder must be a registered Company Limited/PVT Limited/Proprietor/partnership firm allowed to participate the Bid only. The bidder experience should be at least 05 years or above.
2. Tender period for carrying out the work for 1 year and it will be extended to further 1(one) year, if service is Satisfactory.
3. Consortium is not allowed.
4. Cost of Bid Document of Rs.10,000.00 must be in the shape of Demand Draft from any public sector/Pvt. Sector/Commercial Bank only.
5. EMD must be submitted of Rs.5,000.00 in shape of DD from any public sector/Pvt. Sector/Commercial Bank only.
6. Experience certificate issued from the concerned authority of any ULB, Odisha minimum for 05 (Fiveyears) under whom the work is done for performing the similar nature of work i.e. sweeping of roads, cleaning of drains, bush cutting and transportation of MSW.
7. Single work order/ experience certificate more than of Rs. One Crore within any ULB, Odisha last fiveyears of Sanitation work.
8. Average annual financial turnover certificate for similar nature of work to the tune of more than Rs. 2 Crore (Two crore) for last three financial years.(only from sanitation work)
9. EPF Registration Certificate and Month wise payment confirmation slip for minimum 100 no's of workers for last Three Months up to July- 2024 (only from sanitation work).
10. ESI Registration Certificate and Month wise ESI deposited payment confirmation slip for minimum 100 no's of workers last Three Months. (up to July- 2024 only from sanitation work).
11. Copy of valid Labour License for at least 100 no's of persons for similar nature of work.
12. Valid ISO certification. (ISO 9001, ISO 14001, ISO 45001)
13. PAN Card.
14. Valid GST Registration Certificate and up to date clearance.(July- 2024)
15. IT Return for the last 3 years.
16. Audited Balance sheet last 3 financial years i.e. 2020-21, 2021-22, 2022-23.
17. The Bidder must not have been ever blacklisted or debarred either by the tender inviting authority Or by any State Govt. or Govt. Of India organization. The agency shall submit notarized affidavit Regarding the same on Stamp paper of Rs. 10/-. No such certificates in favour of With drawal of blacklisting shall be accepted.
18. No relaxation will be given to any firm like NSIC/DIC/MSME registered firms etc.
19. The bidder should have own/rented local office for primary contact at NAC Tusura.
20. If it is found that the bidder has non-compliance of EPF dues & payment dues in any organization previously worked, then the bidder shall be liable to be disqualified from bidder process.
21. All Documents mentioned in checklist are mandatory for submission for qualification.

Signature of the Bidder

Scope of Work

(1) Sweeping of Roads:

The entire geographical area of ward should remain always clean i.e. throughout the day. The solid wastes generated during road sweeping must be collected separately i.e. wet & dry waste in partitioned bin.

- a. Sweeping of the entire ward area both road and road sides. During sweeping in market area, water must be sprinkle to avoid dust.
- b. Night sweeping in main road & market area must be ensured in daily basis.
- c. Dust deposited in the beam of road must be cleaned twice in a week & to be lifted in designated landfill site.
- d. Lifting of garbage's from all Municipal temporary/primary collection point to the nearest wealth centre.
- e. Lifting of Garbage's from market places including commercial/industrial institutional units.
- f. Lifting of dead animals and carcasses
- g. All Municipal drains including earthen drains should be cleaned and waste including silt deposition should be lifted out side.
- h. Removal of dust and sand lying on the roads must be ensured in daily basis.

(2) Cutting of Road side Bushes:

The uprooting of bushes & shrubs from roadside beams & conservancy lanes must be ensured by the agency at regular interval of time.

(3) Cleaning of Drains & Transportation of solid waste:

The road side drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid chocking of the drains & the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side & temporary collection points identified by ULB. From which daily lifting is to be made to the temporary dumping point by the agency. All types of solid wastes collected from different places are to be ensured separately at the identified primary collection point of the ULB. Thereafter, the same is to be suitably loaded in to transporting vehicles with green covered such as truck/mini truck/tractors as per requirements and shall have to be transported to the designated point/wealth centre identified by the ULB and will be unloaded systematically by the agency as per direction of the officer in-charge of the ULB. In no case, solid waste generated on a day shall not remain in the area for more than 24 hours.

Signature of the Bidder


Executive Officer
NAC, Tisra

(4) Service delivery performance Criteria:

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

Parameter Description	Minimum Achievement Target	Actual monthly Achievement	Non Compliance Penalty
Street Sweeping	95% coverage	Total road length in the service area.	0.5% of monthly bill for every 5% short fall or part thereof.
Drain Cleaning	95%	Total drain cleaning covered during the Month.	0.5% of monthly bill for every 5% short fall or part Thereof.
Bush cutting , De weeding	95% coverage	Total bush cutting, uprooting & de weeding covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Complain Redresses	90% within 24 hrs	During the month total no. of Complaint redressed within 24hrs. Total Complain received during the month.	0.5% of monthly bill for every 5% short fall or part thereof.

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

Signature of the Bidder


Executive Officer
NAG, Tura

**General Terms and
Conditions:**

1. The Bidder is expected to examine all the instructions, terms and specifications in the bid document. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at bidder's risk and result in rejection of bid.
2. 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 NAC Tusura" & "Financial Bid for executing Sanitation Work under NAC Tusura" Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under NAC Tusura."
3. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labor charges conservancy material for sweeping, bush cutting, drain cleaning, including lifting of SWM and other miscellaneous expenditures as July be required such as T&P charges. O.H charges are mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the agency as per direction of officer -in- charges.
4. The bidder must have appropriate resource, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. This bid is meant for carrying out of the work for a period of one year which can extendable up to one more year after satisfactory completion and mutual discussion between the Authority and the service provider.
6. The NAC Tusura shall have the right to terminate the contract on the ground for improper performance and violation of the terms and the contract without assigning any reason by giving 30 days prior notice.
7. The conditional and incomplete bid is liable for rejection
8. Letter of authorization for representing the Entrepreneur/Agency as mentioned earlier and to sign the bid document should be enclosed along with the bid document.
9. Bids containing overwriting, additions, alterations, 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.
13. The Agency/Organization shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this agreement to any other agency or organization.

14. The Agency/Organization shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal service could be availed without any disruption.
15. For all intents and purposes the agency shall be the employer within the meaning of different rules and act in respect of work assigned. The person deployed in this work by the agency shall not claim what so ever like employer and employee's relationship.
16. The agency/organization shall be solely responsible for re-dressal of grievance.
17. The ULB shall not be responsible for any financial loss or any injury or death of any person deployed by the agency during working place or non-working hour also.
18. The tools & plants like jhadu, jhudi will be provided by the agency and the push cart will provided by NAC.
19. The agency/ Organization will provide uniform/ID card And all type of safety articles (PPE) like mask, gloves, soap, gun boot, sanitizer and etc. to their deployed staff at their own cost.
20. Since this is pure service being a functions entrusted to NAC, no GST is payable.
21. The bidder who black listed/ debarred earlier need not to participate this Tender.
22. After completion of each month, the total bill in duplicate will be submitted by the agency to the Authority in 1st week of the next month.
23. Whenever the Govt. of Odisha will enhance the rate of minimum labour wages/ vehicle rate, then the Authority shall pay the enhanced amount to the agency /Organization from the day effect to.
24. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per the law inside the jurisdiction of. Balangir Dist.
25. EMD in shape of DD must be enclosed, no exemption is allowed otherwise the Bid will be rejected.
26. The Agency who is selected will have to deposit a Performance Security Deposit of Rs.3,00,000/- (Rupees Three Lakh) only at the time of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the Service Provider.

Signature of the Bidder


Executive Officer
Executive Officer
NAC, Tusra

DECLARATION BY THE TENDERER

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

Signature of the Bidder


Executive Officer
Executive Officer
NAC, Tusura

**SANITATION OUTSOURCING QUOTATION
(BILL OF QUALITY) BOQ**

Detail Annual Tentative Estimate for the Work: Supply of Manpower for Sanitation Works including collection of solid waste from door to door, Road Sweeping, Drain Cleaning, Bush Cutting in NAC Tusura area for one year.

Sl. No.	Component	Functionaries	Labour rate	unit	No of working days	Rate Per day	Amount per month		
1	Manpower Component - UNSKILLED, SEMI-SKILLED & SKILLED- Drain cleaning, Cleaning blockage removing sludge from drain and transporting out, street and road sweeping, spraying of insecticides, anti-materials, spreading of bleaching powder, bush cutting, transporting/ segregation out of solid waste to MCC/MRF/dumping side at Mahipur dumping yard. Providing door to door services in 11 wards total engaging 81 nos. of sweepers & sweepress at 11 nos. of wards for one calander year. (Quoted rate to include EPF Labour Cess, Services & all Charges inclusive) for one year.	A. Labour Sweeper/Sweepress Unskilled @ 450/- Per Day	450	67	1	30150	783900		
		B. Tractor Driver skilled @ 550/- Per Day	550	8	1	4400	114400		
		Cesspool Operator	550	2	1	1100	28600		
		C. Sanitation Supervisor Semi skilled@500/- Per Day	500	4	1	2000	52000		
		Total:-A		81		37650	978900		
		EPF Contribution 13.61 % (81nos. Workers)		81	1	5124	133224		
		Labour Cess Contribution 1% (81 Nos. Workers)		81	1	377	4524		
		Service Charges Per Head (Per Month) Maximum 7% (81 Nos. Workers)		81	1	2636	31632		
		Total:-B				45787	1190462		
		G.Total For One Month-A+B						45787	1190462.00
		Cleaning set, Uniform,Jhadu, Hygenic kit							2000.00
		Total							1192462.00
Yearly							14309544.00		

(Signature of bidder)


Executive Officer
NAC, Tusura

Check List: Formats for General & Technical Bid

Tendering Firm's Name, Address & Contact No.	
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Sl No.	Description	Details of Documents Submitted Yes / No	Page
1	DD of Rs. 10,000/- towards cost of Tender Document		
2	DD of Rs. 25000/- towards EMD		
3	Organization status in proforma-I		
4	Registration certificate. (Proprietor/Partnership/Company)		
5	Valid ISO Certifications. (ISO 9001, ISO 14001, ISO 45001)		
6	Financial Status in proforma-III		
7	Audit Report for last 3 financial years i.e. 2020-21, 2021-22 & 2022-23		
8	Experience in proforma-IV		
9			
10	IT return for last 3 consecutive years		
11			
12	Proof to be enclosed for office in Tusura		

Signature of Bidder


Executive Officer
NATCO, Tusura

13	EPF Registration under Odisha Region		
14	Up-to-date Challan-cum-Return of EPF as on July 2024		
15	ESI Registration under Odisha Region		
16	Up-to-date Challan-cum-Return of ESI as on July 2024		
17	PAN / GIR No.		
18	Valid GST Registration Certificate and up to date clearance. (as on July- 2024)		
19	Labour License. -100 manpower nos.		
20	Affidavit regarding genuineness /Authenticated documents attached to Bid document citing declaration for rejection if found fabricated/false.		
21	Letter of Authorization in proforma-VI		
22	The Bidder must not have been ever blacklisted or debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit notarized affidavit Regarding the same on Stamp paper of Rs. 10/-. No such certificates in favour of Withdrawal of blacklisting shall be accepted.		

N.B- all Documents should be properly indexed.

Signature if the bidder


Executive Officer
Executive Officer
NAC, Tusra
Tusra NAC

Proforma I

Organization Status

Name	Category (proprietorship, Partnership, Company, Corporate bodyetc.)	Registered Office and Branch Office Location address	Name of CEO/MD / Managing Partner / Proprietor	Contact e-mail, Fax, tel., mobile nos.	Year of registration / date of commencement of operation	Registering Authority and Registration Number

Note :

Supporting Documents are to be submitted:

Signature of bidder


Executive Officer
NAC, Tusra
Tusura NAC

Proforma II

Financial Status

Name of the Firm	Annual Turnover from Cleaning & Sanitation work (excluding catering) for last 3 years			Average Annual Turnover
	(X) 2020-21	(Y) 2021-22	(Z) 2022-23	(X+Y+Z)/3=T

Note:

- (1) *Annual Turnover = Total Revenue from Cleaning & Sanitation - Revenue from sale of assets, scrap - Revenue from catering services*
- (2) *The turnover must be given in Indian Rupees*
- (3) *The minimum average annual turnover should be Rs. 1Crore (Rupees OneCrore) only.*
- (4) *This proforma shall be duly filled-up and enclosed with supporting documents.*

Signature of bidder


Executive Officer
Executive Officer
NAC, Tura
Tura, India

Proforma III

Nature of Experience

Sl. no.	Name of the Client	Nature of Work	Period	Annual Payment (Please support with proof) (₹)	Fee mentioned was earned 12 months starting from (month and year)

Note:

- (1) The nature of work should clearly indicate specific service or over all maintenance
- (2) Copies of clients' certificates regarding certificatory deposit of statutory dues such as Service Tax, EPF, ESI etc. to concerned authority and service agreements should be provided.

Signature of Bidder


 Executive Officer
 Executive Officer
 NAC, Tura
 Tura, NAC

Proforma-IV

Letter of authorization for attending bid opening

Following persons are hereby authorized to attend the bid opening for the tender on behalf of _____ (bidder) in order of preference given below

<i>Order of preference</i>	<i>Name & Designation</i>	<i>Specimen Signature</i>
1		
2		
3		

Note:

- 1. Only one representative can be allowed*
- 2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed is not produced.*

Signature of Bidder


Executive Officer
Tasra TAC

Proforma-V
Proforma for Financial Bid

From:

To:

The Executive Officer,
NAC, Tusura
Dist-Balangir

Sir,

Sub: Sanitation work at NAC, Tusura through Outsourcing agency

I/We _____ herewith submit the financial offer for the
Cleaning & Sanitation Services for the subject work.

Our fees inclusive of all taxes, duties, fees, cess, etc. Rs. _____/- per
month.

(Indian Rupees _____ only).

The break-up of the above fee is annexed herewith in the prescribed format.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

Tele nos (O) _____

(R) _____

(Authorized Representative of the lead Bidder)

Proforma-VI

Break-up of the quoted price per month

Detail Annual Tentative Estimate for the Work: Supply of Manpower for Sanitation Works including collection of solid waste from Door to Door , Road Sweeping, Drain Cleaning, Bush Cutting in NAC Tusura area for one year.

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		B. Tractor Driver-skilled		8			
		C. Cesspool Operator-Skilled		2			
		D. Sanitation Supervisor Semi skilled		4			
		Total:-A		81			
		EPF Contribution 13.61 % (81nos. Workers)					
		Labour Cess Contribution 1% (81 Nos. Workers)					
		Service Charges Per Head (Per Month) Maximum 7% (81 Nos. Workers)					
		Total:-B					
		G.Total For One Month-A+B					
		Cleaning set, Uniform,Jhadu, Hygenic kit					
		Total					
		Yearly					

Important point for Bidders

- For providing smooth sanitation services, the Tender Committee has decided that, the each bidder must quote Service Charges between (3.85% - 7.00%) as per Finance Dept. letter No- 19595 Dt- 11.07.2023 . 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 the 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 both the technical marks and quoted rate in the financial bid of the bidders will be same, then in that case, the selection of the tender shall be decided on the basis of following evaluation procedure.

* Transparency lottery system can be adopted for the selection.

Signature of the Bidder


Executive Officer
NAC, Tusra
Executive Officer
NAC, Tusra