

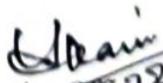


BID DOCUMENT
FOR
PRIVATISATION
OF SANITATION WORKS
NAC TUSURA

Details of Tender Call Notice

Name of the work	:	Providing Manpower for SWM, Cleaning and Sanitation services in ward No. 1 to 11 in NAC Tusura
E.M.D	:	Rs. 25,000/- (Rupees Twenty Five thousand) only in shape of D.D.
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 Tender document	:	23.05.2025 to 05.06.2025 (Except Govt. Holidays)
Last Date for receipt of Filled in Tender document	:	05.06.2025 (upto 1.00P.M.)
Place & Date of Opening of Technical bid	:	10.06.2025 (10.00 A.M.) At Office of the NAC Tusura
Place & date of opening of Financial Bid of eligible Tenders	:	10.06.2025 (10.00 A.M.) At Office of the NAC Tusura
Officer invited the Tender	:	Executive Officer, NAC, Tusura
Likely date for commencement of deployment of required manpower	:	01.07.2025

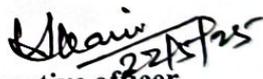
Signature of Bidder


Executive Officer
NAC Tusura
22/5/25

WORK DETAILS

Sl 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. 15360060/-	Rs.25,000/-	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. The bidder experience should be at least 03 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 Nationalized Bank only.
5. EMD must be submitted of Rs.25,000.00 in shape of DD from any Nationalized Bank only.
6. Experience certificate issued from the concerned authority of any ULB, Odisha minimum for 03 (Three years) 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 SWM.
7. Average annual financial turnover certificate for similar nature of work to the tune of more than Rs. 1 Crore (One crore) for last three financial years (only from sanitation work).
8. EPF Registration Certificate and Month wise payment confirmation slip for minimum 100 no's of workers for last Three Months up to March-2025 (only from sanitation work).
9. ESI Registration Certificate and Month wise ESI deposited payment confirmation slip for minimum 100 no's of workers last Three Months up to March- 2025 (only from sanitation work).
10. Copy of valid Labour License for at least 100 no's of persons for similar nature of work.
11. Valid ISO certification. (ISO 9001, ISO 14001, ISO 45001)
12. PAN Card.
13. Valid GST Registration Certificate and up to date clearance (March-2025).
14. IT Return for the last 3 years i.e. 2021-22, 2022-23, 2023-24.
15. Audited Balance sheet last 3 financial years i.e. 2021-22, 2022-23, 2023-24.
16. 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.
17. No relaxation will be given to any firm like NSIC/DIC/MSME registered firms etc.
18. The bidder should have own/rented local office for primary contact at NAC Tusura.
19. 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.
20. All Documents mentioned in checklist are mandatory for submission for qualification.

Signature of the Bidder

Alain
Executive Officer
NAC Tusura

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 bin 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 road side bins & 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 remain in the area for more than 24 hours.

Signature of the Bidder


Executive Officer
NAC Tusura

(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 under lying 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 24 hrs. 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

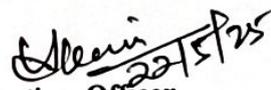
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22/5/25
Executive Officer, Tusura NAC

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 duly 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.
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. The agency should submit bill in office and the push cart will be 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 by 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
NAC Tusura

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
NAC Tusura

Proforma I

Organization Status

Name	Category (proprietorship, Partnership, Company, Corporate body etc.)	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

Ullain
22/5/25
Executive Officer

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) 2021-22	(Y) 2022-23	(Z) 2023-24	$(X+Y+Z)/3=T$

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 One Crore) only.
- (4) This proforma shall be duly filled-up and enclosed with supporting documents.

Signature of bidder


Executive Officer

Tusura NAC

CRITERIA FOR EVALUATION

Evaluation of Technical Proposals

Evaluation of proposals shall be made by the Tender Committee. 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 Proposal becomes responsive based on the eligibility criteria shall qualify for further detail technical evaluation for presentation and award of marks based on the following Criteria will be given.

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1.1	Year of Registration (To be counted from the date of initial Registration of the Agency)	15	<ul style="list-style-type: none"> • 3 years to 5 years : 05 marks • > 5 to 10 years : 10 marks • Above 10 years : 15 marks
1.2	Experience of managing man power services in sanitation works / SWM works of the ULBs in the State of Odisha only.	15	<ul style="list-style-type: none"> • >3 years ≤ 5 years : 05 marks • > 5 to 10 Years : 10 marks • Above 10 Years : 15 marks
2	Average Turn Over Certificate for Last 3 Financial year (2020-21, 2021-22 and 2022-23) with UDIN no.	20	<ul style="list-style-type: none"> • > 50 lakhs to 1 crores : 10 marks • >1 crores to 05 crores : 15 marks • Above 05 crores : 20 marks
3	Experience in handling ULBs in similar nature of work with strength of sweepers in single work order (To be determined from single Work Order or single Experience Certificate in last Five year)	15	<ul style="list-style-type: none"> • 50 - 100 : 05 marks • 101 - 150 : 10 marks • Above 150 : 15 marks
4	Current strength of the organization (to be determined from payment confirmation slip of EPF for last 3 months up to July- 2024)	20	<ul style="list-style-type: none"> • Up to 100 persons : 05 marks • 101 - 300 persons : 10 marks • 301- 500 persons : 15 marks • Above 500 persons : 20 marks
5	Valid ISO Certificate	10	<ul style="list-style-type: none"> • ISO 9001 : 3 marks • ISO 14001 : 3 marks • ISO 45001 : 4 marks • All of three : 10 marks
6	Work Plan Presentation	05	<ul style="list-style-type: none"> • Presentation of the only work plan through PPT not more than 10-15 minutes. • Total Marks : 05 marks

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score atleast 60 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of Bidder


 Executive Officer
 Tusura 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

Order of preference	Name & Designation	Specimen Signature
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

Alain
Executive Officer
Tusura NAC
22/5/25

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)

NB. The bidder who will qualify through evaluation of technical bid, financial bid will be opened. If all bidders quote the same rate, then the selection of tender shall be decided through transparency lottery system. (The successful bidders decided only from financial bid).

Signature of the Bidder

Moai
Executive Officer
NAC Tusura
22/5/25