



**REQUEST FOR PROPOSAL (RFP)
FOR
Street Sweeping, Drain Cleaning, Conservancy Cleaning and Bush
Uprooting At 02 Different Zone within Balangir Municipality Area
Zone-1 (Ward No-1 to Ward No-8 and Ward No-21)
Zone-2 (Ward No-9 to Ward No-20)**

RFP No.:- 2634

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Balangir Municipality,

Dist. - Balangir Odisha -767001

Website: <https://balangir.odisha.gov.in>

Email Id: bgrmc1972@gmail.com

DISCLAIMER

Balangir Municipality has prepared this document to give the interested parties the background information on "Sanitation Services" for Balangir Municipality".

While Balangir Municipality has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Balangir Municipality nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information given in this document in submitting the RFP.

Balangir Municipality reserves the right not to proceed with the agreement of engagement of the Agency/NGO/ Institution or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

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1. SCHEDULE OF BIDDING PROCESS & GENERAL INFORMATION

- a) Balangir Municipality invites Zone wise technical and financial proposals from reputed NGOs/CBOs/Agencies/ Joint Ventures for Sanitation Services in the Designated Zones under Balangir Municipality in accordance with the scope of work and terms & conditions prescribed in this RFP document. Submission of proposal in response to this RFP shall be deemed to have been done after careful study and examination

b) Important dates and information

Sl No	Bidding Schedule	Details
1	Date of Publication of RFP	06-06-2025
2	Last Date of Submission of Pre-bid Queries through E-Mail ID (bgrmc1972@gmail.com)	13-06-2025 on or before 2.00 PM
3	Last Date & Time of Receipt of Filled Up Bid Document by 3.00 PM	21.06.2025 on or before 3.00 PM
4	Date and Time of Opening of Technical Bid	23.06.2025 at 11.00 AM
5	PowerPoint Presentation by Bidders	25.06.2025 at 11.00 AM
6	Date and Time of Opening of Financial Bid	25.06.2025 at 3.00 PM
7	Period of Contract	1 Years
8	Cost of Bid Document	Rs. 10,000/- (Rupees Ten Thousands only) in shape of DD
9	Earnest Money Deposit (EMD) value	Rs.5,00,000/ (Rupees Five Lakhs Only) in shape of DD
10	Performance Bank Guarantee Value	3 % of the Project Cost (Annual)
11	Place of Opening of Bid	Office of Executive Officer, Balangir Municipality, Odisha-767001
12	Address at which proposal in response to RFP notice is to be submitted	Executive Officer, Balangir Municipality, Odisha,Pin-767001 Email Id:bgrmc1972@gmail.com

1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.

2) The Schedule indicated above is tentative and Balangir Municipality may change any or the entire schedule under intimation to all bidders through the website of Balangir Municipality only.

3) Any Corrigendum / Addendum with regard to this RFP will only be published through the website of Balangir Municipality, i.e. <https://balangir.odisha.gov.in/>


Executive Officer
Balangir Municipality

c) Zone and Ward Details are as follows.

Zone Name	Wards (Included)	No. of Wards in the Zone
Zone-1	Ward No- 1, 2, 3, 4, 5, 6, 7, 8 & 21	9 Wards
Zone-2	Ward No- 9,10,11,12,13,14,15,16, 17,18,19 & 20	12 Wards

D) Demographic Profiles of Wards Wise:

Ward No & Area Name for Zone-1		Households (2011)	Population (2011)	Projected midyear. By adding 2% growth per year (2025)
1	Aampada, Jampada, Larkipali, Larkipali Harijan Pada, Gopabandhu Pada, ITI Pada, Jyoti Nagar, Swadhin Nagar, Santi Pada, R.R Colony	858	3843	4971
2	Santi pada,Kandhpali pada, Chandrasekhar Nagar, Nanda pada, Koshal nagar,	926	3994	5167
3	Kandhpali pada, Dunguripada, Shibshakti Nagar,Goshala,Civil Court Backside,Larkipali Harijan Pada,Talpali Pada,Mission Compound,Hatisal Pada.	984	4563	5903
4	Thikadar Pada,Kumbhar Pada (Thikadar Pada),Kumbhar Pada (Talpali Pada), NuapadaTalpali Pada,Chandrasekhar nagar,Barpali Pada,Khaira pada, Bramhin pada,Harijan Pada,Kolapada.	1272	5421	7013
5	Aadarsha Pada,Aananda pada, Prashnna Bihar,Hatisal Pada,Utkal Nagar, Civil Court Backside,Block colony.	997	4514	5839
6	Barpali Pada, Chimni Bhati, Aampada, Meghanand Pada,	1249	5008	6478
7	Laxmi Nagar,Bibhuti pada,rameswar nagar,Gandhinagar Pada,Sambalpur road,Junadihi Pada,	1345	5859	7579
8	Brahmin Pada,rajbhati Road,jalaram mandir road,Law College Road,Bad Shiba Mandir Road (Sambalpur Road),Kalamanadap Road,	561	2607	3372
21	Dempada,Rajendra Pada, Palaceline, Sastrinagar,Hatisal Pada,Laxmijor pada,Sriram Nagar,Santi Pada,Chandrasekhar nagar, Alok Nagar, Ranjit Colony,Neheru Nagar, Irrigatin colony,Laltikra,Swadhin nagar, Koshal chhak, Saraswati Nagar, Suktel Colony, Medical college,	2020	9718	12571
Total		10212	45527	58893

Ward No & Area Name for Zone-2		Households (2011)	Population (2011)	Projected midyear By adding 2% growth per year (2025)
9	Beherapali ,Sambalpur road,Satyanarayan Pada,Niladri Bihar,Gokul Dham,	730	3540	4579
10	Sudpada,Chamar Pada,sonapur Main Road,Chhatiapada,Leprosy Colony,	823	3682	4763
11	Hospital Main Road,Radharani Pada,Aghriapada,Ramji Road,	510	2297	2971
12	Radharani Pada,Ramji Road,Club Pada,Laxminarayan Pada,Daily Market,Gopalji Road,ABSS Road,Khadal Pada,Dhibar Pada,	433	2335	3021
13	Tikra Pada,Kansari Pada,Dhuba Pada,Chandan pada,Kadam pada,Daily Market	563	2642	3418
14	Malpada,Talipada,Udaya Nagar,railway Station road,Railway Colony, Sagar Colony,	1264	5733	7416
15	Malpada,Tikra Pada,	662	2989	3867
16	Tikra Pada,Teligot Pada,Pratap Sagar Pada,Rugudi Pada,Baijayanti Pada, Mahalaxmi nagar,railway Station road, Hati pada,	901	4030	5213
17	Malgodam Pada,Khaliapali,Bishnu munda,	819	3722	4815
18	Bijakhaman,Lalit Nagar,Bijakhaman Colony Pada,Bijakhaman Harijan Pada,Rajib Nagar, Salepali,Tulsi Nagar,Bhagabati Nagar, Bihari Pada,Municipality Colony,Teligot Pada, Mahalaxmi nagar,railway Station road, Fire Office area & reasorve police area,	2279	9973	12901
19	Rugudi Pada,Sagar Pada,Nalkhandi Pada,	1205	5031	6508
20	Gupteswr nagar,Indira nagar,Goru Bajar,Dasmanti Nagar,Samalei Nagar,Ichhapada,Palaceline,Sagarpada,	1537	6737	8715
Total		11726	52711	68187

ABSTRACT OF ROAD AND DRAIN STASTICS (In Km.)

Ward. No.	B.T.	C.C	Metalied	Non-Metalied	Earthen	Road Length
1	1.955	1.829	3.434	1.027	6.912	15.157
2	1.306	1.744	0.163	0.706	2.481	7.25
3	4.506	3.708	2.087	1.506	6.526	12.756
4	1.514	1.644	3.051	2.188	3.642	17.951
5	3.417	2.869	7.77	8.202	18.459	40.761
6	2.906	4.058	2.323	2.1	2.47	13.857
7	1.19	2.81	6.002	1	11.202	16.135
8	1.055	2.384	0.476	0.5	0.569	5.549
21	3.597	1.126	18.206	20.936	29.009	72.874
Sub Total	21.446	22.172	43.512	38.165	81.27	202.29
9	3.199	2.088	2.503	1.687	5.841	15.318
10	4.329	1.867	1.27	0.3	2.217	9.983
11	2.81	0.692	0.685	0.1	0.1	4.387
12	2.235	1.35	1.024	0	0.12	4.729
13	2.654	1.988	0.557	0.36	0.801	6.36
14	6.177	1.627	1.47	2.625	11.4	23.299
15	4.532	0.597	0.817	0	0.154	6.1
16	4.904	1.907	0.5	0.5	0.215	8.026
17	1.315	0.818	2.965	2.695	5.094	12.887
18	10.117	4.918	22.96	6.873	20.879	65.747
19	4.644	1.362	1.215	0	0.701	7.922
20	6.173	2.838	6.665	14.216	27.048	56.94
Sub Total	53.089	22.052	42.631	29.356	74.57	221.698
G. TOTAL :	74.535	44.224	86.143	67.521	155.84	423.988

2. EXECUTIVE SUMMARY

As per census 2011, there are 21,938 households in Balangir Municipality area having 98,238 populations. Balangir Municipality is a fast-growing city in the state. The total area of Balangir Municipality is 49.37 sq km and has 21 wards. Major portion of the waste are generated from households. Besides households, other major waste contributors are from markets, commercial establishments, offices, street sweeping etc.

For the purpose of this RFP: 21 Number of wards of BALANGIR MUNICIPALITY out of 21 have been made into 2 (Two) zones which will be taken up components of solid waste management like street sweeping, cleaning and de-silting of surface drains, bush uprooting and conservancy cleaning. The objective of this bid document is to invite applications or bids from the interested parties who will carry out the above assignments.

With the introduction of solid waste management by the Housing and Urban Development Department communicated by its SOP vide letter no. 13408, dt-30.07.2019. Balangir Municipality has taken up the initiative to setting-up of Wealth Centers, comprising Micro Composting Centers (MCC) and Material Recovery Facilities (MRF) for processing of wet and dry waste respectively. The Municipality is endeavoring to adopt the principle of "3R" Reduce, Reuse and Recycle, where waste generated is not treated as waste, but as potential resource generating input that will be further processed at the designated centers.

In BALANGIR MUNICIPALITY area, the Door to Door Collection of Waste is conducting through Battery Operated Vehicles (BOVs) & Light Commercial Vehicles (LCVs) and some other parts through Tri-Cycles. Also, all the Wealth Centers of BALANGIR MUNICIPALITY have been handed over to Women Self-help Groups (WSHG) for the operation and maintenance purpose.

The Micro Composting Centers (MCCs) shall handle the biodegradable wet waste collected which is segregated at the source, where the wet waste shall be composted by using suitable bio catalytic agent. The bio degradable and non-biodegradable dry waste which is non- segregated will be sorted in the Material Recovery Facility. The successful operational of MCC and MRF is the ultimate objective of Municipality to achieve a waste free healthy and hygienic City. Ultimately, there shall be no landfill/dump site for dumping of waste under the present scheme of things.

BALANGIR MUNICIPALITY has set up 03 No. of Wealth Centers (MCC & MRF and all the 21nos wards of BALANGIR MUNICIPALITY have been suitably tagged to these Wealth Centers depending on distance and other factors. The MCC is meant for processing of biodegradable waste and similarly, MRF is for processing of dry waste.

3. SCOPE OF WORK AND TERMS & CONDITIONS

There are 4 (Four) major identifiable components in the 'Scope of Work':

- a. Road/ street sweeping (Main Market & VIP Road 3 times including night sweeping and others 2times) all busy road and transportation of waste to disposal sites / segregated MSW to transportation to wealth centers.
- b. Drain cleaning & de silting and transportation of waste to disposal sites.
- c. Bush uprooting/ Bush Cutting and transportation of green waste to identified sites.
- d. Conservancy cleaning and transportation of waste to disposal sites.

Street/road sweeping, Conservancy Cleaning, Drain cleaning & De-silting and Bush Uprooting/ Bush Cutting in the respective zone and the waste generated from the said activities are to be transported in segregated form to the nearest Wealth Centers directly and inert to designated area for disposal, which is to be identified by Balangir Municipality. Sweeping of Roads, pathways, berm, drain side and house front, shop front etc. to be done by the agency. All drain cleaning & de silting is included in the scope of agency. Any other solid waste management activities specified by Balangir Municipality from time to time within the 'Scope of Work' shall form part of project scope. The Service provider shall execute project based on the scope of work as per the SWM Rules 2016, PWM Rules 2016, SWM Manual of CPHEEO 2016 and any other guidelines issued by the Govt. of India and Govt. Of Odisha from time to time or as per the instructions of Balangir Municipality from time to time in close coordination with Balangir Municipality. The scope of the project includes the following:

3.1 Detailed Scope of Work

3.1.1 Street Sweeping

- a. The service provider shall be responsible for sweeping of all the roads, lanes and bi-lanes within the Ward/project area (excluding roads where Mechanical Sweeping is engaged, sweeping of pathways, berm, drain side and house front, shop front etc. to be done by the agency). The actual road length shall be finalized by undertaking Joint Survey with Balangir Municipality Officials & Service provider Officials after entering into the Contract. The service provider shall prepare detailed sweeping plan along with road network within one (1) month from date award of contract, the same shall be approved by the Balangir Municipality.
- b. The ward wise road length mentioned in the RFP is only an indicative assessment, the service provider shall quote fee on own assessment of the exact road length. No expenses shall be claimed by the service provider for assessment of the road length.
- c. No extra payment will be made to the agency, after selection, if the road length in the project area is found more than the length indicated.
- d. The service provider shall be responsible for sweeping and collection of waste from all the roads from wall to wall in the wards twice (2) a day in commercial areas (once in morning before opening of shops and once in the evening before closing of shop) and once in a day the residential areas or as per the instructions of Balangir Municipality.

- e. The service provider shall ensure that waste collected will not be further dumped at storage points (temporarily storage transfer points are not allowed) at any point of time, waste shall be transported to the wealth centers or designated disposal areas for disposal in segregated form as per the instructions of Balangir Municipality.
- f. The service provider is responsible for providing of vehicles for transportation of waste generated from the said activity to the designated disposal location. Balangir Municipality will intimate the locations for disposal from time to time.
- g. Waste shall be transported in segregated form. MSW, inert material and bush/green waste are not allowed to be transported in mixed form. They should be transported separately.

3.1.2 Drain Cleaning & Drain de-silting

- a. The service provider shall ensure cleaning (removal of floating matter etc.,) of all the drains zone on daily basis and free flow of water in the drains shall be ensured by the service provider at all times by removing silt, muck debris etc. from drains.
- b. The service provider shall ensure de-silting of all drains quarterly once or as per the instructions of Balangir Municipality. The length of the drain is to be accessed by Bidder before submission of Bid.
- c. The service provider shall prepare detailed drain cleaning & drain de-silting plan within one (1) month from date award of contract, the same shall be approved by the Balangir Municipality.
- d. The service provider shall lift the silt from the drains (Nala, Nalee), and near manhole chamber underground drainage system. Silt to be removed from main roads of the wards within 4 hours and in other street roads within 24 hours or as instructed by Balangir Municipality.
- e. The service provider shall be responsible for Collection of silt by de-silting of drains and transportation to the designated disposal location as per the instructions of Balangir Municipality. Balangir Municipality will intimate the locations for disposal from time to time.

3.1.3 Bush Uprooting/ Bush Cutting

- a. Bush uprooting within the project area, once in fortnight or as per the instructions of Balangir Municipality. In emergency time such as rain, heavy wind, cyclone etc., the service provider shall clear all roads by cutting all uproot tree and transport it to designated site identified by Balangir Municipality.
- b. Bush cutting within the project area, daily once or as per the instructions of Balangir Municipality. The service provider shall transport bush cutting waste to designated site identified by Balangir Municipality.
- c. The service provider shall prepare detailed Bush cutting & uprooting plan within one (1) month from date award of contract, the same shall be approved by the Balangir Municipality.
- d. The service provider responsible for collection & transportation of green waste, root and stem to the designated disposal location as per the instructions of Balangir Municipality. Balangir Municipality will intimate the locations for disposal from time to time.

3.1.4 Conservancy Cleaning

- a) The service provider shall be responsible for conservancy cleaning in all the areas identified by the Balangir Municipality in the project area fortnightly. The waste generator shall be transported to designated disposal location as per the instructions of Balangir Municipality. Balangir Municipality will intimate the locations for disposal from time to time.
- b) The service provider shall prepare detailed conservancy cleaning plan within one (1) month from date award of contract, the same shall be approved by the Balangir Municipality.

3.2 Common Scope

- a. The service provider shall provide working condition vehicles. All the vehicles used for transportation of waste like LCV/BOV, Tractor, Auto-tipper etc. shall be new or not less than 3 years old vehicles at the time of commencement of operations/services to carryout hassle- free operations. The service provider shall obtain the approval from Balangir Municipality for the list vehicles deployed for the performance of the project activities before commencement of operations. For replacement of vehicles from the approved list of deployment, the service provider shall obtain approval from Balangir Municipality for replacement of vehicles on any account.
- b. In case of breakdown of vehicle, service provider has to make the alternate arrangement for the transportation of waste to designated site without failure.
- c. Vehicles shall be provided with first aid box. Logos, slogan, contact details and tare weight shall be written on the vehicles as approved by the Balangir Municipality. For procurement and deployment of vehicles/ assets/ resources etc., the service provider shall adhere to all the applicable laws/norms.
- d. The service provider shall generate a unique code for each vehicle deployed for the performance of the project activities in consultation with Balangir Municipality.
- e. Vehicle Tracking Management System (VTMS) (GPS System) or any other system required by Balangir Municipality shall be installed in each vehicle deployed under these project activities and service provider shall maintain Systems in working conditions and these systems shall be integrated with Control Room of Balangir Municipality. These systems should be compatible with the requirement of the Balangir Municipality. The service provider shall coordinate with Balangir Municipality for integration of VTMS.
- f. The service provider shall deploy manpower/human resources for successful operation of the Project. All the deployed manpower during the operation phase shall be in uniform/dress code (approved by Balangir Municipality) with duly attested ID cards of the service provider and also geared up with all necessary PPEs as per applicable rules/regulations/guidelines.
- g. The manpower deployed shall be paid as per minimum wages modified by Govt of Odisha from time to time.
- h. EPF & ESI of manpower deployed shall be paid borne by the Agency.

- i. The service provider is responsible for deployment of biometric attendance system and shall ensure marking of daily biometric attendance of staff deployed. The biometric attendance facility/equipment shall keep at strategic locations mutual agreed by service provider & Balangir Municipality. For staffs who have missing fingerprints, alternate full proof system shall be deployed with approval of Balangir Municipality. Only records received from bio-metric attendance shall be treated as valid records for staff reporting. The Service provider is responsible for proper functioning of the Biometric Attendance all the time.
- j. The service provider shall ensure that the vehicles and manpower are not engaged in performing any private work during the designated working hours of the project activities.
- k. The service provider shall be responsible for all cost of fuel, electricity charging, vehicle regular maintenance & repairs, insurance, RTO registration & renewals, salaries of deployed manpower required for operating and managing the Project.
- l. The service provider shall submit the deployment plan (vehicles & Manpower) and mobilization schedule within 30 days from signing of contract and the same shall be approved by Balangir Municipality. The service provider shall deploy additional vehicles & manpower to improve the performance of the project activities as per the instructions of Balangir Municipality, no additional payment will be allowed.
- m. The service provider shall be responsible for grievances redressed of public and the system to be developed by the service provider in consultation with Balangir Municipality, which shall be operational for 24x7x365 days a year in their office. Required manpower and other resources shall be provided by the service provider.
- n. The service provider shall provide the services of project activities for 7 days a week and 365 days a year irrespective of any National Holidays, Festivals, local holiday or strikes/ band etc.,
- o. The service provider is responsible to engage vehicle & manpower for timely performance of the project activities. If any are activities not performed continuously for 7 days, then Balangir Municipality has the right to seize the performance security and Balangir Municipality has right to terminate the agreement without any notice.
- p. The service provider shall make effort for bin free city. All containers and bins in the project area shall be removed gradually in phased manner which is synchronized to door-to-door collection of MSW by Balangir Municipality.
- q. The Service provider shall perform project activities as per the service delivery schedule.
- r. The service provider shall prepare monthly work done as per the reporting formats in consultation with Balangir Municipality and shall be approved by Balangir Municipality.
- s. The service provider shall be responsible for arranging all the tools and equipment's such as Jhadu, Sura, Belcha, Spade, Angle Canta, Crow Bar, Knife, Axe and spray machine required for performing project activities to the satisfaction of Balangir Municipality.
- t. The service provider shall be responsible for daily spray of disinfectant chemical (like Bleaching Powder) where required after lifting the waste. Usage of Disinfectant chemical shall be finalized in-consultation with Balangir Municipality.

- u. The service provider may use mechanical means in all the activities in place of manual means within the contract value without financial burden to Balangir Municipality.
- v. The service provider shall be responsible for setting up of workshop and parking areas. The documentation in this regard in form of rent/lease agreement shall be provided by the service provider to Balangir Municipality. Balangir Municipality will not be responsible for providing of land for this purpose.
- w. The service provider shall ensure that all services shall conform to the provisions of Waste Management Rules 2016 (Solid Waste Management, Plastic waste Management etc.,) CPHEEO manual 2016 wherever applicable and any amendment thereto in future and as per the applicable rules/laws.
- x. The service provider shall indemnify Balangir Municipality for any road accidents, loss or damage, theft, physical injury to any manpower, vehicles, equipment's etc by suitable insurance policy. A copy of the said policy should be given to Balangir Municipality one month valid for the entire project area and project duration.

3.3 Service Delivery Schedule

The Service provider in close consultation with the employees work out a details time schedule for execution of sanitation work in Municipality area

SI No	Activities	Time Schedule
1	Daily Road Sweeping (2 times & 1 extra as night sweeping at main market area of Balangir) and Drain Cleaning	5.00 am to 11.00 am 4.00 pm to 7.00 pm 10.00 pm to 12.00 pm
2	Collection of MSW form various collections points & transport to the designated location	8.00 am to 2.00 pm 11.00 pm to 5.00 am
3	Drain De- silting (Periodically)	8.00 AM to 4.00 PM

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

3.4 Payment Terms

- a. Balangir Municipality will pay the fees to the Service Provider on the basis of monthly lump sum quoted rate. The contract price shall be adjusted for increase or decrease of in rates of labour, materials, fuel and lubricants.
- b. The Payment will release only after the service delivery performance/work done (key performance indicators as mentioned in this document). Councilors, Ward Officer, Swachha Supervisor or Swachha Sathi of concerned ward will monitor & certify the performance report at end of the month of the agency along with Bio Metrics Attendance which will be certify by the Sanitation IC / Sanitation Expert late on.

- c. Service provider shall produce invoice to Executive Officer, Sanitation Expert/ Officer-in-charge, Balangir Municipality in first week of each month of the preceding month and Balangir Municipality will make the payment within 7 to 10 days to the service provider after received the invoice.
- d. The monthly bill shall accompany the monthly progress report/MIS report for review of Executive Officer, Sanitation IC/ Sanitation Expert/ Officer-in-charge of Balangir Municipality. Monthly bill shall be check for correctness with respect to submitted monthly work done/MIS report before recommendation for payment.

3.5 Service delivery performance

Sl. No	Minimum Target	Time Period
1	Service provider shall ensure that 100% street/road sweeping, and waste generated shall be transported in segregated form directly to the designated disposal sites	With effect from COD
2	Service provider shall ensure that 100% drain cleaning and de- silting and waste generated shall be transported in segregated form directly to designated disposal sites	With effect from COD
3	Service provider shall ensure that 100% conservancy cleaning and waste generated shall be transported in segregated form directly to designated disposal sites	With effect from COD
4	Service provider shall ensure that 100% bush uprooting and waste generated shall be transported in segregated form directly to designated disposal sites	With effect from COD
5	Service provider shall ensure 100% grievance re-dressal and documentation of re-dressal shall be submitted monthly to Balangir Municipality	With effect from COD

3.6 Service delivery performance

3.6.1 Penal Provision

SL No.	Deviation/default in Work	Timeline/ Tolerance level	Penal Provision
1	Silt deposition more than 150 mm thickness in drain or non-clearance of vegetation inside the drain	No Tolerance	Rs. 2000/-per deviation Per Location above 50 mtrs at a stretch
2	Delay in lifting and transportation of de-silted material from main roads beyond 6 hrs	6 Hrs	Rs. 2000/-per day per route
3	Delay in lifting and transportation of de-silted material in other roads beyond 24 hrs	24 Hrs	Rs. 2000/-per day per route
4	Sand deposition / siltation on public road	No Tolerance	Rs. 1000/-per day Per location/ ward
5	Not wearing PPE like gloves, boots, mask, eyewear, reflective jacket during de-siltation of drains	No Tolerance	Rs. 500/- per person per day
6	Absence/Negligence/delay in Sweeping or failure to achieve the Target Street Level Sweeping	12 Hrs	Rs. 2000/-per location per day
7	No twice a day sweeping/night sweeping at market/commercial areas	No Tolerance	Rs.2000/-per day per location/ ward
8	Delay/negligence in bush uprooting/cutting/de-weeding or uprooted material not lifted and transported	24 Hrs delay	Rs. 1000/-per location per day
9	Delay in lifting of garbage and transportation	12 Hrs	Rs. 2000/-per location per day
10	Dumping garbage at places other than or outside the designated site or not at the site identified by the Authority	Per incident	Rs.5,000/- per day
11	Nonfunctioning or non-installation of GPS in vehicle engaged for sanitation	No Tolerance	Rs.500/-per day Per vehicle
12	Delay/ negligence in lifting/Non-lifting of carcass	12 Hrs	Rs.2000/-per carcass
13	Delay/negligence in door to door waste collection of segregated waste from narrow/inaccessible lanes, as and when directed by Balangir Municipality	6 Hrs	Rs.2000/- per day/lane or street

14	Trailer of any garbage transportation vehicle found not covered with tarpaulin cover while transporting of garbage	No Tolerance	Rs. 1000/- per day per vehicle
15	Delay in grievance redressal	24 Hrs	Rs. 2000/- per incident
16	Indiscipline, Inappropriate and Misbehavior to citizens/Municipality officials or demand money to citizen by the manpower engaged for sanitation services	No Tolerance	Rs.5,000/- Per incident
17	Maintenance of complaint register for grievance redressal and compliance	No Tolerance	Rs.1000/- per incident/ward
18	No immediate action by the service provider at the time of emergency or as and when instructed by the Authority.	No Tolerance	Rs.5000/- per day Per incident
19	No response of representative of the service provider to Municipality officials	08 Hrs	Rs.2000/- per day Per incident
20	Prohibition of open burning of Municipal Solid Waste, or each such incident or default, violators shall be liable to pay environmental compensation	No Tolerance	In case of simple burning Rs.2000/- each incident
		No Tolerance	In case of bulk waste burning Rs.5000/- each incident
21	Non-serving of area (Market/Commercial Area in Ward)	No Tolerance	Rs. 5000/- per day for each area not serviced (Per incident)
22	Transportation of Hazardous waste/e-waste with the general waste (without segregation)	No Tolerance	Rs. 2000/- per day for each area not serviced (Per incident)

3.7 Other Conditions

- a. The bidder shall submit an action plan on how the MSW is collected and transported locally, the routing of pushcarts, tricycles, BOVs and auto tippers, and shall give proper direction regarding the same to engage workers and drivers to Balangir Municipality.
- b. The service provider shall obtain all necessary and obligatory licenses from the concerned authorities and abide by it like labour license (**more than engaging of 350 labours**), EPF, ESI, GST etc. The intending contractor is responsible for maintaining the labour force, as per the applicable law of the land.
- c. It is the responsibility of Service Provider to pay all kinds of taxes as per government rules on top priority.

- d. The successful bidder shall engage labours above 18 yrs. of age. (Engagement of child labour in any stage will be liable for outright termination of the contract).
- e. The Service Provider shall be responsible for procuring all the logistics i.e the required number of tools, equipment and the same should be managed by the Service Provider for local transportation etc. The operation, maintenance and repairmen of these tools and vehicles including POL will be responsibility of the Service Provider at their own cost. Maintenance of these tools, equipment and vehicles will be the responsibility of the Service Provider.
- f. The Service Provider shall provide dedicated manpower and the work force should be acceptable by Balangir Municipality. In case of contingency the bidder should have reserve manpower to deploy as per the requirement. The manpower engagement shall be as per the CPHEEO manual and the bidder should assess the same accordingly.
- g. The Service Provider shall make all efforts to motivate the workers in the use of all safety equipment and protective gears compulsorily and shall have awareness programme periodically.
- h. The successful bidder shall engage requisite number of supervisors and provide them with mobile phones so that they can be contacted. Their mobile number shall be made available to the Balangir Municipality staff and public.
- i. Prompt attention to complaints, grievances and emergency situation including festival seasons.
- j. There should be coordinate efforts to create public awareness.
- k. The Service Provider shall establish an office, where they operate and the communication facilities shall be made available to the Balangir Municipality Staff.
- l. Report of non-compliance of MSW management practices by waste generators to the Balangir Municipality.
- m. Maintain a complaint register for registering the grievances of the waste generators and other stakeholders. The detail mechanism will be developed by Balangir Municipality in consultation with selected bidders.
- n. Concerned **Sanitary Inspectors/Sanitation Expert/Word Officer/Supervisors** of the Ward or other Appropriate Authority from Balangir Municipality will be responsible for monitoring and supervision of SWM as set out in the schedule. Non-compliance of Service delivery shall be liable for the penalty as per the penalty clause. The same will be deducted from the monthly payment of the agency or from the security deposit.
- o. The Service Provider shall provide Photo identity cards for all his engaged manpower indicating the name, address, age, and ward number etc. to be authenticated by the agency.
- p. **Potential Bidder may submit the complete proposal for both Zone, but the bidders will be an awarded to single zone only.**

q. Zones as follows.

Zone Name	Wards (Included)	No. of Wards in the Zone
Zone-1	Ward No- 1, 2, 3, 4, 5, 6, 7, 8 & 21	9 Wards
Zone-2	Ward No- 9,10,11,12,13,14,15,16,17, 18,19 & 20	12 Wards

3.8 Health & Safety Equipment's

- a. The Service Provider shall make an arrangement to clean all the tools, equipment's and vehicles once in two days to avoid communicable diseases to workers.
- b. Shall make arrangement for health check-up of all workers once in three months.

4 SPECIAL CONDITION OF CONTRACT

4.1 Workers

The Successful bidder shall, unless otherwise provided in the contract, make his own arrangements for the engagement of all workers and supervisors, and for their payment. The Successful bidder shall, if required by the Balangir Municipality, deliver to the Balangir Municipality a return in detail, in such form and at such intervals as the Balangir Municipality may prescribe, showing the number of the several classes of workers, with their details from time to time employed by the successful bidder for the said work and such other information as the Balangir Municipality may require.

4.2 Compliance with labour regulations

During continuation of the contract, the contractor and his sub-contractors shall abide at all times by all existing labour enactments a rules made hereunder, regulations, notifications and bye laws of the State and Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority.

4.3 Compliance with MSW Rules

The Service Provider shall take all reasonable steps to comply the MSW rules (Management and Handling) 2016 during the execution of the contract.

4.4 Protection of Environment

The Service Provider shall take all reasonable steps to protect the environment on and off the field and to avoid damage on nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising a consequence of his methods of operation. During continuance of the contract, the contractor shall abide at all times by all existing enactments on environmental protection and rules made there under, regulations, notifications and bye-laws of the State or Central Government, or local authorities and any other law, bye-law, regulations that may be passed or notification that may be issued in this respect in future by the State or Central Government or the local authority.

4.5 The Service Provider will keep close liaison with Balangir Municipality, of the city for proper functioning of the garbage disposal in a hygienic manner.

5 RFP PROCESS

- a. The Executive Officer of Balangir Municipality is the Letter of Acceptance/ Work Order issuing authority as relates to this RFP and the agreement will be signed between Balangir Municipality and concerned Service Provider.
- b. This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Balangir Municipality reserves the right to amend its requirements or the information contained in this document at any time during the RFP process by issuing an addendum. The addendum shall be part of the original RFP and shall be uploaded in the Balangir Municipality Website.
- c. The Balangir Municipality offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- d. If the Balangir Municipality decides to select an applicant for the services, at that time a detailed LOA will be issued to the applicant selected. This LOA will not be made available until the selection of a successful applicant.
- e. Neither the RFP document nor any other related document shall constitute a contract or agreement with Balangir Municipality.
- f. The Balangir Municipality reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- g. The Balangir Municipality will not be liable for any costs of any applicant participating in this RFP.

6 INSTRUCTION TO BIDDERS

6.1 General Requirements

- a. The response to RFP is required to address all technical requirements contained within this RFP.
- b. Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Balangir Municipality will be considered as valid proposals by the Authority.
- c. The Technical Proposal should be submitted along with a refundable Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakhs Only) in form of Demand Draft (DD) drawn in favour of "Executive Officer Balangir Municipality" payable at Balangir.
- b. The Technical and Financial Proposals to be submitted by the Bidders should be firm and valid for a period of 90 days from the last date of submission of the proposal.
- c. Bidders may request clarifications on the RFP document as per schedule. Any request for clarification must be sent in writing, or by E-mail.
- d. The RFP is not an empanelment order. A separate empanelment order will be made available after selection.
- e. All information supplied by the Balangir Municipality in connection with this RFP shall be treated as confidential.

6.2 Submission of RFP

- a. **Potential bidder may submit the complete proposal for both zone, but the bidders will be an awarded to single zone only.**
- b. Applicant will submit their proposal in two parts separately in sealed double cover i.e **Technical Proposal & Financial Proposal** mentioning **Zone Number** in details on the top of the envelope. Only Original form of proposals signed by the authorised signatory in ink is required by the Balangir Municipality. No typed or pencil signatures will be accepted. Also the authorised person of the bidders shall initial all pages of the Technical and Financial Proposals.
- c. Applicants are required to submit printed original hard copy of the proposal document.
- d. The proposal must be submitted without any over writing, corrections, double typing, etc.
- e. **Technical Proposal** shall be placed in a separate sealed envelopes clearly marked as, "**Technical Proposal for Sanitation Services of Zone No._____, Balangir Municipality**".
- f. Similarly, **Financial Proposal** shall be placed in a separate sealed envelopes clearly marked as, "**Financial Proposal for Sanitation Services of Zone No._____, Balangir Municipality**".
- g. The two envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall be clearly marked as, "**Proposal for Sanitation Services of Zone No._____ Balangir Municipality**".
- h. Technical proposal should include the Operational, Managerial, Equipment, Vehicle, Staff and Labour Management proposition.

- i. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of Bid. Submission letters for Technical qualification, Technical and Financial proposals should respectively be in the prescribed formats attached as **Annexures**.
- j. The sealed envelope containing the proposal must be received in the Office of the **Balangir Municipality, Balangir-767001** on or before **Dt.21.06.2025 at 3 PM**. the stated time & date and other means of receive will be rejected out rightly.

6.3 Minimum Eligibility Criteria

To participate in the bidding process, the applicant shall meet the minimum technical and financial criteria

6.3.1 Technical Criteria

A. Local Conditions for the Bidders

- a. It is extremely important for a Service Provider to fully inform itself on all local conditions and factors which may have any effect on discharge of the agency's responsibilities as described in Scope of Work.
- b. The Bidders are advised to visit and examine the city and its surroundings and obtain for themselves on their own cost and responsibility all information that may be necessary for preparing the RFP and later, if selected, for discharging the responsibilities of the agency.
- c. The Balangir Municipality shall not entertain any request for clarification from a (prospective/ intending) RFP, regarding local conditions.
- d. It is the responsibility of the bidder that city conditions and other such factors have properly been investigated and considered while submitting the bid proposals.
- e. The bidders must note that no claim whatsoever shall be entertained by the Balangir Municipality nor any financial adjustments arising there from shall be permitted on account of failure of a bidder to appraise itself of local conditions.
- f. The Bidders will make all arrangements for smooth effective management of as per need & urgency for better handle the situation in politely without any damage/ gross loss of the organization or of the implementing agency or of the Balangir Municipality.

B. General Criteria for the Bidders.

- a. A Bidder may either be Bidding Company or a Consortium with maximum two Members.

Bidding Company means a Single Legal Entity submitting a Bid pursuant to the RFP. Consortium means a consortium of entities with a lead member and members submitting a Bid collectively pursuant to the RFP.

- b. Should have at least 3 years' experience in any Urban Local Body (ULB) having more than 75000 (Seventy Five Thousand) population only as per 2011 Census in similar activities since Financial Year 2019-20.
- c. **Bidder Should be registered under the Indian Company Act/ Indian Societies Act/ Indian Trust Act/ Indian Religious and Charitable Trusts Act/ or the relevant state Acts.**
- d. Should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Dept., Valid GST Registration Number, and Registration Number of the Agency/Firm, EPF, ESI and Labour Contract License.

C. Essential Criteria for the Bidders.

- a. The Bidders must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or CAPART or by a State Government (or its agency).
- b. The Bidders must submit only the audited financial statements/ reports as the evidence of turnover. Please note that this proof of turnover must be part of the technical proposal and not the financial proposal.
- c. Those Bidders have experience of Labour Management System particularly in Municipality or N.A.C area will be given preference. All will be managed through this app system including employee documentations, attendance, and payroll, all statutory compliances, in and out system.
- d. **ISO 9001:2015, ISO 14001: 2015 & ISO 45001: 2018 is a mandatory requirement for the Bidder.**
- e. **Consortium/ Joint Venture Bid are not allow.**

6.3.2. Financial Criteria:

Minimum annual average turnover of the bidder shall be **INR 7(Five) Crores.** or more during the last 3 financial years i.e. 2021-22, 2022-23 & 2023-24 from similar nature of job from Urban Local Bodies (ULB). Bidder must submit last 3 financial years IT Returns Document. The bidders need to provide audited statements to support of their claim.

Note:

- a. Bidder must submit a Proof of registration of the legal entity.

- b. Audited Balance Sheet of the **last three financial years** must be submitted in support, without which the bid may not be considered. The calculation sheet for average annual turnover (Refer Clause 6.3.2) shall be certified by a Chartered Accountant.
- c. Bidders must submit the copy of work orders and its completion certificates of assignments issued by the clients in similar activities along with Annexure-8 for each assignment. The experience will be counted for more than 75000 (Seventy Five Thousand) population of ULBs only as per 2011 Census.

6.4 Preparation of RFP Document

6.4.1 Technical Bid

- 6.4.1.1 The Technical proposal will have the detailed Design and Implementation Strategy for the Sanitation Service as mentioned in the Scope of Work of RFP for the Balangir Municipality.
- 6.4.1.2 The Approach and Methodology for the Design and Implementation Strategy should be detailed which will showcase the understanding of the applicant on the requirements of the concept.
- 6.4.1.3 The applicant is also expected to showcase their past experience in related field and due weightage will be given.
- 6.4.1.4 Preference will be given for prior work experience in Municipal Solid Waste Management activity in any ULB.
- 6.4.1.5 The technical bid must be submitted along with the **Annexure- (1 to 10)** attached with this RFP

6.4.2. Financial Bid

- a. The bidder will have to submit the Monthly rate as per attached Annexure (11-A & 11-B). The quoted Price must including of all Taxes, Duties, etc.
- b. Justification of financial Bid will be warranted if found to be exorbitantly high or low, failing which the Bid shall be rejected.
- c. Balangir Municipality shall take into account all Taxes, Duties & Levies for the purpose of evaluation.
- d. **The bidder must quote his rate as per Odisha Finance Department (O/M No. 19595 Dt. 11.07.2023) for service charges i.e. 3.85% (3% profit plus Transaction Charges) and not exceed to 7%.**

7 EVALUATION OF PROPOSAL

- a. To meet the requirement, as spelt out in the RFP, the selected Applicant must have the required eligibility in providing services in the relevant field specified for the entire period of contract.
- b. The selection of Agency would be based on the Quality-cum-Cost Based Selection (QCBS) procedure.
- c. Evaluation criteria proposed to be adopted will be based on the Quality and superiority of the Technical Bid of the Applicant. The evaluation would be consist of following phases

Phase I: Evaluation of Technical Bid with 60% weightage Phase II: Evaluation of Financial Bid with 40% weightage

Phase I: Evaluation of Technical Bid

Part 1: In this part, the Technical bid will be reviewed for compliance of the bids with necessary technical requirements and Scope of Work of this Request for proposal (RFP).

Part 2: In this part, the Technical bid will be analyzed and evaluated based on specific skills of the applicant in SWM, adequacy of the proposed approach and methodology and understanding the requirements of the concept and prior credentials of the Applicant as per the following matrix:

Sl No	Evaluation Parameters	Total Mark	Criteria for award marks			
1	Years of Experience in Municipal Solid Waste Management in any local body	20	2-3 Years : 10 Marks 4-7 Years : 15 Marks >7 Years : 20 Marks			
2	Service rendered for particular numbers of year and number of population in sanitation work in single ULB under single contract package or multiple contact packages in any state of India. (To be determined from the work order / contact copies /Experience Certificate)	10	Years	2Yrs. to	4Yrs. to	> 7 Years
Population			3Yrs	7Yrs		
>75,000			2	4	6	
75,000 to 1,20,000			4	6	8	
	> 1,20,000	6	8	10		
3	Experience in handling ULBs in similar nature of work with strength of sweeper in single work order (To be determine work order only)	10	100 to 150 : 03 Marks 150 to 200 : 05 Marks 200 to above : 10 Marks			
4	Annual average turnover for last 3FY (2021-22, 2022-23, 2023-24)	15	03 Cr. to 05 Cr. : 05 Marks 05Cr. to 7 Cr. : 10 Marks 7 Cr. to above : 15 Marks			
5	Valid ISO Certification	10	ISO 9001 : 03 Marks ISO 14001 : 03 Marks ISO 45001 : 03 Marks All of Three : 10 Marks			

6		25	Understanding of the Project as per Scope of Work – 7.50 Marks
			Approach & Methodology – 7.50 Marks
			Practices related to environment, health and safety measures, Equipment details & specification, Manpower deployment details, Grievance redressed Mechanism and IEC activity – 10Marks
7	Service rendered in continuity without any gap till January 2025	10	1-3 Years : 5 Marks 4-5 Years : 7.5 Marks >5 Years : 10 Marks

Only those Applicants whose Technical Proposals get a score of 70 marks or more shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (TS).

Phase II: Evaluation of Financial Bid:

Rate Quoted by bidder is “F”. Minimum rate including PF, ESIC, Bonus, Overhead cost including Service Charge quoted by any agency is “FM” and will be given a financial score of 100 points. Financial Score (FS) is calculated

FS = 100 X FM/ F, Where "FS" is the financial score, "FM" is the lowest price, and "F" the price of the Proposal under consideration.

(F = Rate Quoted by Bidder)

Phase III: Combined and final evaluation

Proposals will finally be ranked according to their combined technical (TS) and financial scores (FS) as follows

$$S = TS \times TW + FS \times FW$$

Where “S” is the combined score, and “TW” and “FW” are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.60 and 0.40 respectively.

8 RIGHT TO VARY SCOPE OF WORK AT THE TIME OF AWARD

The Balangir Municipality may at any time, by a written order given to Applicant, make changes within the general scope of work. If any such change clauses an increase or decrease in the cost of, or the time required for, the Applicant's performance of any part of the work, whether changed by the order, an equitable adjustment shall be made in the agreed terms and conditions, or both, and the Letter of Acceptance (LOA) & Agreement shall accordingly be amended. Any claims by the applicant for adjustment under this Clause must be asserted within 7 (Seven) days from the date of the Applicant's receipt of the Balangir Municipality changed order.

9 PERIOD OF SERVICE

The contract period with the selected bidder shall be valid for a period of 01 (One) years and extended up to next 2 years from the date of execution of the contract agreement.

10 SIGNING OF AGREEMENT

The selected bidder will have to sign a contract agreement in non-judicial stamp paper of adequate denomination with Balangir Municipality within 7 days from Issuance of LOA.

11 DEFAULT OF SERVICE

Deviation and/ or Refusal and / or non-performance towards in any of the obligations described in the Scope of Work would be treated as default of service of the selected agency. Upon default of service, the Balangir Municipality would reserve the right to forfeit the performance security and the payment outstanding for the said job. In addition, the Balangir Municipality would also have the right to terminate the agreement with the selected agency any time by giving **one month notice**.

12 RFP DOCUMENT FEE

Non-refundable RFP Document (**downloaded from [http:// balangir.odisha.gov.in](http://balangir.odisha.gov.in)**) cost in shape of Demand Draft (DD) from any Nationalized/ Scheduled bank in favour of Executive Officer, Balangir Municipality payable at Balangir for **Rs. 10,000/- (Rupees Ten Thousands only) excluding of GST** is to be furnished by the bidder along with the technical bid.

EARNEST MONEY DEPOSIT (EMD)

EMD in shape of Demand Draft (DD) from any Nationalized/ Scheduled bank in favour of Executive Officer, Balangir Municipality, Balangir payable at Balangir of Rs.5,00,000/ (Rupees Five Lakh Only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. **EMD Exemption is allowed to the bidders as per Govt. Guideline.** Unsuccessful bidder's EMD will be discharged/ returned within 60 days from the date of execution of the agreement between BALANGIR MUNICIPALITY and the selected agency. No interest will be paid on EMD. EMD of the successful bidder shall be returned after receipt of Performance Bank Guarantee.

The EMD may be forfeited in following conditions

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

13 VALIDITY OF BID

Proposal shall remain valid for 90 days from the last date of submission of proposal. A proposal valid for a shorter period shall be rejected as non-responsive.

14 DISPUTES

All legal disputes are subject to the jurisdiction of Balangir court only.

15 ACKNOWLEDGEMENT BY BIDDER

It shall be deemed that by submitting the proposal, the bidder has:

SANITATION RFP OF BALANGIR MUNICIPALITY (PAGE NO. - 27)

- a. Made a complete and careful examination of the RFP, general condition of contract, submission of formalities and evaluation mechanism;
- b. Received all relevant information requested from BALANGIR MUNICIPALITY;
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this document or furnished by or on behalf of BALANGIR MUNICIPALITY;
- d. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. acknowledged that it does not have a conflict of interest with any other Agencies; and
- f. Agreed to be bound the undertaking provided by it under and in terms hereof.

Balangir Municipality shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of concerning or relating to this document or the selection process, including any error or mistake therein or in any information or data given by the Balangir Municipality.

16 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Balangir Municipality reserves the right to accept any bid, and to annul the RFP process and reject any or all Bids at any time prior to award of work, without thereby incurring any liability to the affected Applicant or any obligation to inform the affected Applicant of the grounds for the Balangir Municipality's choice.

17 LANGUAGE

The proposal and all communications in relation to or concerning the selection process shall be in English language and strictly on the formats provided in this RFP document.

18 MODIFICATIONS AND WITHDRAWAL OF PROPOSAL

No modifications to the proposals shall be allowed once it is received by Balangir Municipality.

19 AWARD OF CONSULTANCY AND EXECUTION OF AGREEMENT

After selection, a Letter of Award (LOA) shall be issued to the selected bidder. The Service Provider has to submit acknowledgment copy of LOA along with the work mobilization chart within 7 days from the date of issuance of LOA and before agreement is signed to the satisfaction of BALANGIR MUNICIPALITY, clearly stating how the contractor intends to go about with the contract, mentioning the time frame, the methodologies and route map.

After acknowledgement of LOA and receiving of requisite document from the selected, it shall execute the Contract agreement. The selected bidder shall deposit the Performance Security (Bank Guarantee) before the execution of the contract agreement. The successful bidder shall not be entitled to seek any deviation in the agreement.

20 COMMENCEMENT OF ASSIGNMENT

The selected bidder shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, BALANGIR MUNICIPALITY may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by BALANGIR MUNICIPALITY.

21. CONSORTIUM

In case the Bidder is a Consortium, the members should furnish the Consortium Agreement as per Annexure-6 and the Members thereof should furnish a power of attorney in favour of the Lead Member as per the format at **Annexure-5**.

22. PROPRIETARY DATA

All documents and other information provided by BALANGIR MUNICIPALITY or submitted by the bidder to BALANGIR MUNICIPALITY shall remain or become the property of BALANGIR MUNICIPALITY. The bidders are to treat all information as strictly confidential. The BALANGIR MUNICIPALITY will not return any proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Agency to BALANGIR MUNICIPALITY in relation to the bidding shall be the property of BALANGIR MUNICIPALITY.

23. REJECTION CRITERIA

Besides other conditions and terms highlighted in the RFP document, bid may be rejected under following circumstances

- a. Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the applicant.
- b. Bids providing information that is found to be incorrect/ misleading at any stage/ time during the bidding process.
- c. Bids that reveal contents in any form or by any reason before opening the Financial Bid.
- d. Bids in which the total lump sum price quoted by the applicant is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges.
- e. Bids made through Person (by hand) /Telex/Telegraphic/Fax/ E-mail etc.
- f. Proposal received after the deadline for submission prescribed by BALANGIR MUNICIPALITY.
- g. Bids which do not confirm unconditional validity of the bid for 120 days from the date of opening of bid.
- h. Bids that do not confirm unconditional acceptance of full responsibility of executing the "Scope of Work" of this RFP.

Annexure-1
COVERING LETTER
(On the Letterhead of the Applicant)

Date:

To,
The Executive Officer
Balangir Municipality
OdishaPin-767001

Sub: Selection of Agency for Sanitation Services of Balangir Municipality, Balangir.

Dear Sir,

With reference to your RFP Notice No. dated.....[RFP publishing date], I/we, having Examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I/We acknowledge that Balangir Municipality will be relying on the information provided in the Bid and the documents accompanying such Bid to select a Bidder for the aforesaid Project and I/we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
2. The Bid is being submitted for the express purpose of qualifying as a Successful Bidder for the aforesaid Project.
3. I/We shall make available to Balangir Municipality any additional information it may find necessary or require supplementing or authenticate the submissions.
4. I/We acknowledge the right of Balangir Municipality to reject our Bid without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, I/we/any of the Members have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach by [us/any of the Members].

6. I/ We certify that we are not barred by the Government of Odisha, any other State Government in India or the Government of India, or any public agencies from participating in similar projects as on [_____] (Bid Submission Deadline).

7. We declare that

a. We have examined and have no reservation to the RFP Document, including any Addendum issued by Balangir Municipality.

b. We do not have any conflict of interest in accordance with the Bid Document.

c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive, without incurring any liability to the Bidders.

9. I/We believe that I/we/our Consortium satisfy(s) and meet(s) all the requirements as specified in the RFP and are/is qualified to submit a Bid.

10. I/We declare that I/we/any Member, am/are not as a member of a/any other Consortium or as an individual applying for the Project.

11. I/We certify that I/we or any Member have not been convicted by a court of law or blacklisted by a regulatory authority.

12. I/We further certify that in regard to matters relating to security and integrity of the country, I/we have not been charged by any government agency or convicted by a court of law.

13. The Statement of Legal Capacity as per format provided at **Annexure-2** of the RFP, duly signed, is enclosed. The Power of Attorney for signing of Bid and the Power of Attorney for Lead Member of Consortium, as per format provided at Annexure-4 and 5 respectively of the RFP, are also enclosed.

14. I/We hereby irrevocably waive any right, which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Balangir Municipality in connection with the selection of Bidders or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

15. I/We agree and undertake to abide by all the terms and conditions of the RFP.

16. I/We agree and undertake to be jointly and severally liable for all our obligations under the Contract Agreement as per the provisions set out therein In witness thereof, I/We submit this Bid under and in accordance with the terms of the RFP.

17. We agree to keep this offer valid for 90 days from the Bid Document Due Date specified in RFP.

18. We agree and undertake to abide by all the terms and conditions of the Bid Document.

In witness thereof, we submit this Bid Document under and in accordance with the terms of the RFP.

Yours Sincerely,

Date: Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

Place:

Date:

Name of the Agency:

Address:

Annexure – 2
DESCRIPTION OF THE BIDDER

1. Name of the Bidder:

Country of incorporation:

Address of the corporate headquarters and its branch office(s) if any, in India:

Date of incorporation and/ or commencement of business:

Registration Number of Company & Type of Registration:

PAN Number:

GST Number:

2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project:

3. Details of individual(s) of the Bidder who shall serve as the point of contact/ communication for the Authority/ BALANGIR MUNICIPALITY:

A. Name:

B. Designation:

C. Company:

D. Address:

E. Telephone Number- Landline: Mobile:

F. E-Mail Address:

G. Fax Number:

4. Particulars of the Authorised

5. Signatory of the Bidder:

A. Name:

B. Designation:

C. Address:

D. Phone Number- Landline: Mobile:

E. Fax Number:

6. In case of a Consortium:

A. The information above (1-4) should be provided for all the Members of the Consortium/ JV.

B. A copy of the Jt. Bidding Agreement, as envisaged in Annexure 5 should be attached to the Application.

C. Information regarding the role of each Member should be provided as per table below:

Sl. No	Name of the Member	Role*	Percentage of Equity in the Consortium**
1			
2			

*Role of each member, as may be determined by the Bidder, should be indicated in accordance with Joint Bidding Agreement (Annexure 5)

** The percentage of equity should be in accordance with the Joint Bidding Agreement (Annexure 5)

D. The following information shall also be provided for each Member of the Consortium:

Name of Bidder/ member of Consortium/ JV:

Name of Bidder/ member of Consortium/ JV:			
Sl. No	Criteria	Yes	No
1	Has the Bidder/ constituent of the Consortium/ JV been barred by the [Central/ State] Government, or any entity controlled by it, from participating in any project?		
2	If the answer to 1 is yes, does the bar subsist as on the date of Application		

Bidder has to submit affidavit from notary regarding above declaration if answer to 1 is no. If in future, if the affidavit is found false, his contract is liable to be terminated and legal action will be taken as per the law.

For and Behalf of the Company

Signature of the Authorised Signatory

Name:

Designation:

Annexure-3
STATEMENT OF LEGAL CAPACITY
(On the letterhead of the Bidder/Lead Member)

Date:

To,
The Executive Officer
Balangir Municipality
OdishaPin-767001

Dear Sir,

We hereby confirm that we/our Members in the Consortium (constitution of which is described in the Bid) satisfy the terms and conditions laid out in the RFP. We have agreed that [_____] (insert member's name) will act as the Lead Member of our Consortium*. We have agreed that [_____] (insert individual's name) will act as our representative/ will act as the representative of the Consortium on its behalf and has been duly authorised to submit the RFP.

Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

*Please strike out whichever is not applicable.

Annexure-4
POWER OF ATTORNEY FOR SIGNING OF BID
(To be executed on stamp paper of appropriate value)

I [_____] (name of the company) incorporated under the laws of India and having its registered office at [_____] “Company” do hereby irrevocably constitute, nominate, appoint and authorise Mr. /Ms (name), [_____] son/daughter/wife of [_____] and presently residing at [_____], who is presently employed with us and holding the position of [_____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds, matters and things as are necessary or required in connection with or incidental to submission of our Bid for the Project pursuant to the RFP dated [_____] (“RFP”) issued by the **Balangir Municipality** and for our selection as Successful Bidder including but not limited to signing and submission of all Bids and other documents and writings, participate in pre-bid conferences and other conferences if any and providing information/responses to **Balangir Municipality**, representing us in all matters before **Balangir Municipality**, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with **Balangir Municipality** in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with **Balangir Municipality**

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deed, matters and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

Capitalised terms not defined herein shall have the meaning assigned to them under the RFP.

IN WITNESS WHEREOF,....., THE ABOVE NAMED PRINCIPAL

HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2025

For

(Signature)

(Name, Title and Address) Witnesses:

(Notarised) Accepted

(Signature) (Name, Title and Address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Appostille certificate.

Annexure-5
POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM
(To be executed on stamp paper of appropriate value)

Whereas, the members of the Consortium are interested in bidding for the Project and implementing the Project in accordance with the terms and conditions of the Bidding Documents and other connected documents in respect of the Project.

Whereas, it is necessary under the RFP for the members of the Consortium to designate the Lead Members with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Project who, acting jointly, would have all necessary power and authority to do all acts, deeds and things on behalf of the Consortium, as may be necessary in connection with the Consortium's bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT;

We, M/s. _____ (Lead Member) and M/s _____ (the respective names and addresses of the registered office¹) do hereby designate M/s. _____ being one of the members of the Consortium, as the Lead Member of the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium's bid for the Project, including submission of application/proposal, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with or any person in connection with the Project until the Contract Agreement is entered into between the Service provider and

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this the ____ day of _____, 202..

(Executants)

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- In case of partnership firm: name and address of principal office of the partnership firm to be provided

Annexure-6
CONSORTIUM AGREEMENT
(To be executed on stamp paper of appropriate value)

THIS CONSORTIUM AGREEMENT is entered into on this [_____] day of [_____] 2024 (the “**Agreement**”)

AMONGST

1. {[_____] Limited, a company incorporated under the (Indian) Companies Act, 1956/2013} and having its registered office at [_____] (hereinafter referred to as the “**First Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns);

AND

2. [_____] Limited, a limited liability company incorporated under the (Indian) Companies Act, 1956/2013} and having its registered office at [_____] (hereinafter referred to as the “**Second Part**” which expression shall, unless repugnant to the context include its successors and permitted assigns);

The above mentioned parties of the FIRST and SECOND are collectively referred to as the “**Parties**” and each is individually referred to as a “**Party**”.

WHEREAS,

1. The hereinafter referred to as (“.....”) has invited Bids by its Request for Proposal No. [_____] dated [_____] (the “RFP”) for qualifying and selecting bidders for developing a municipal solid waste management project in the city of (the “Project”) through a public private partnership;

2. The Parties are interested in jointly bidding for the Project as members of a Consortium (as defined below) and in accordance with the terms and conditions of the Bidding Documents including the RFP; and

3. It is a necessary condition under the RFP that the members of the Consortium shall enter into a Contract agreement and furnish a copy thereof with the Bid. NOW IT IS HEREBY AGREED as follows:

1. Definitions and Interpretations

In this Agreement, the capitalized terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFP.

2. Consortium

The Parties do hereby irrevocably constitute a consortium (the "Consortium") for the purposes of jointly participating in the Bidding Process for the Project. The Parties hereby undertake to participate in the Bidding Process only through this Consortium and not individually and/or through any other consortium constituted for the Project, either directly or indirectly.

3. Covenants

The Parties hereby undertake that in the event the Consortium is declared the Successful Bidder and awarded the Project, it shall incorporate the Project Company under the Indian Companies Act 1956 as required by and in accordance with the Bidding Documents for performing all its obligations as the Service provider in terms of the Contract Agreement for the Project.

4. Role of the Parties

The Parties hereby undertake to perform the roles and responsibilities as described below.

- a. Party of the First Part shall be the Lead Member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the Consortium during the Bidding Process; and
- b. {Party of the Second Part shall be [_____]};

5. Joint and Several Liabilities

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project in accordance with the terms of the RFP, the Contract Agreement and for the performance of the Service provider's obligations under the Contract Agreement.

6. Shareholding in the Project Company

- a. The Parties agree that the proportion of shareholding among the Parties in the Project Company shall be as follows:

First Party:

Second Party:

- b. Subject to the terms of the Contract Agreement, the Lead Member shall for [] years hold equity share capital not less than 51% (fifty one percent) of the subscribed, paid up and voting equity share capital of the Project Company; and
- c. [] The Parties undertake that they shall comply with all equity lock-in requirements set forth in the Contract Agreement.

7. Representation of the Parties

Each Party represents to the other Parties as of the date of this Agreement that:

- a) Such Party is duly organized, validly existing and in good standing under the laws of its incorporation and has all requisite power and authority to enter into this Agreement;
- b) the execution, delivery and performance by such Party of this Agreement has been authorized by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/power of attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Member of Consortium is annexed to this Agreement, and will not, to the best of its knowledge:
- i. Require any consent or approval not already obtained;
 - ii. Violate any applicable law presently in effect and having applicability to it;
 - iii. Violate the memorandum of association and articles of association, by-laws or other applicable organizational documents thereof;
 - iv. Violate any clearance, permit, Contract, grant, license or other governmental authorization, approval, judgment, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; and
 - v. create or impose any liens, mortgages, pledges, claims, security interests, charges or any other encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to prevent such Party from fulfilling its obligations under this Agreement;
- c) This Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and
- d) there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its affiliates is a party that presently affects or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfillment of its obligations under this Agreement.

8. Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect till the full and final satisfaction of all obligations under the Contract Agreement in accordance with the

terms thereof, in case the Project is awarded to the Consortium. However, in case the Consortium is either not qualified for the Project or does not get selected for award of the Project as the Successful Bidder, the Agreement will stand terminated, in accordance with the mutual agreement of the Parties.

9. Miscellaneous

This Contract Agreement shall be governed by laws of India.

The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED

For and on behalf of
LEAD MEMBER by:

(Signature)

(Name)

(Designation)

(Address)

SIGNED, SEALED AND DELIVERED For and on behalf of

SECOND PART

(Signature)

(Name)

(Designation)

(Address)

Annexure-7

ANTI-COLLUSION CERTIFICATE

(To be executed on stamp paper of appropriate value)

We undertake that, in competing for (and, if the award is made to us, in executing) the Project, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988" and its subsequent amendments thereof.

We hereby certify and confirm that in the preparation and submission of our Bid, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Bid.

Dated thisday of , 2025

..... (Name of the Bidder)

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

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

Annexure-8
ORGANIZATION AND EXPERIENCE

[Provide here a brief description of the background and organization]

A. Organization

B. Organization's Experience (Technical Proposals Only, Separate Sheet for Separate assignments)

(Using the format below, provide information on each joint venture partner or Co-applicant for either individually as corporate entity or as one venture or Co-applicant, for carrying out services assignment.)

Sl. No	Details of the Project	
1	Name, Address & Contact Numbers of Client (ULB)	
2	Population of the ULB as per Census 2011	
3	Name of Entity undertaken the Project	
4	Scope of Work	
5	Project Cost	
6	Waste Handling Capacity/Project Size	
7	Bidders role in the Project	
8	Mode of Execution	
9	Contract Period	
10	Details of the assistance/ equipment's provided by ULB	
11	Date of award	
12	Delays in commissioning, if any with their reason	
13	No. of months of Operation & Management	
14	No. of Households covered/ Actual tonnage of MSW handled per day	
	For FY _____:	
	For FY _____:	
	For FY _____:	
15	Has the project stopped/ failed after commissioning, if any provide reason	

16	Litigations with the client, if any	
17	Details of the Technical and Managerial Staff engaged	
18	Number of Staff employed	
	For FY _____:	
	For FY _____:	
	For FY _____:	
19	% Equity shareholding in the Project	
20	Status of the Project under the stage of commissioned (provide date of commissioning) Not implemented	
21	Remarks/ Other Details	

Note:

The proof for the same should be considered on proof of documents like Contract Agreement Copy / Experience Certificate including satisfactory performance from the competent authority

Date:

Signature of Authorised Signatory with Seal
Name, Title of the Authorised Signatory)

Place:

Annexure-9
FINANCIAL DETAILS OF THE APPLICANT

Bidder Type	Turn over Financial Year 2021-22	Turn over Financial Year 2022-23	Turn over Financial Year 2023-24
Single Legal Entity Bidder/ Lead Member			
Total			

1. The Bidder will attach copies of the balance sheets, financial statements and audited annual reports for 3 Financial Years (2022-23, 2023-24, 2024-25) preceding the Bid Due Date. The financial statements will:

- a. be audited by a statutory auditor;
- b. be complete, including all notes to the financial statements; and
- c. Correspond to accounting periods already completed and audited (no statements for partial periods will be requested or accepted, if no audited results are available for such partial periods).

2. The Bidder will provide an Auditor's Certificate with UDIN No specifying the respective.

Date:

Signature of Authorised Signatory with Seal
(Name, Title of the Authorised Signatory)

Place:

Annexure-10

PROPOSED APPROACH & METHODOLOGY OF AGENCY

The Implementation Plan shall comprise:

1. Proposed Strategy

- Process management diagrams for undertake activities mentioned in the TOR. Agency shall be required to submit a chart setting out the process flow for the activities envisaged.
- List of statutory clearances required and proposed approach to obtain the same with time frame.
- List of Surveys/investigation works, that are to be envisaged and timeframe to complete the same.
- Mechanism/ Strategy for collection and transportation of MSW (Primary and Secondary). Please indicate the methodology to be adopted for micro level route planning of vehicles.
- Type of Vehicles to be deployed/ procured for the proposed service. Please attach technical specification sheet for each of the above.
- Specific plan for Slum.
- Procurement/Engagement schedule for vehicles, equipment's, IEC materials etc.
- Manpower deployment schedule(ground staff and workers)
- Deployment schedule for technical personnel.
- Adoption strategy of EHS Policy

2. Daily Time schedule for carrying out and completion of various activities

- a) Sweeping and Cleaning of Wards
- b) Drain cleaning operations
- c) Bush Cutting
- d) Transportation of MSW to designated sites
- e) Lifting of Debris
- f) Lifting of dead animals
- g) Other as per scope

Activity	Start Time	Completion Time
Bidder shall list out every activity to be carried out (as per Scope of the Bid)		

3. Mechanical Means (Tools, Equipment and Vehicles) to be provided for execution of the Project. (Please access the requirements as per the scope for the Balangir Municipality)

Sl. No	Equipment/Tools/Vehicles(Please attach Technical Specification Sheets)	No. of Requirement

Sl. No	Vehicle Type	Number			Capacity in Terms of Volume
		Owned(RC book)	Leased (Attach valid lease agreement/ MOU with The vehicle providing Agency)	Total	

4. Manpower Deployment

Bidders should present the calculations for manpower requirement for different parts of the SWM value-chain mentioned in the TOR indicating roles and responsibility.

Sl. No	Type of Staff	Total number of People to be employed	For the Activity as per Scope like Sweeping, Drain Cleaning, Bush Cutting etc.
1			

Expertise of Key Technical and Managerial Staff

Using the below format, provide information on key technical and firm proposed work on the assignment for carrying out services. The bidders must engage managerial and technical manpower with requisite educational qualification and substantial experience.

1. Number of Manpower required for the Project:

(For example number of project manager, Number of Ward Supervisors, Number of Drivers etc.). This is just an illustrative plan of manpower engagement, however, the agency will submit the manpower detail according to its own plan as per ward wise in details.

2. Designation, Educational Qualification and Role of the Employees

Sl. No	Designation	Educational Qualification	Number of Staff	Roles and Responsibility

Date:

Signature of Authorised Signatory with Seal
(Name, Title of the Authorised Signatory)

Place:

Annexure-11

FINANCIAL PROPOSAL

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under the Scope of Work of the RFP document. Form-1 & Form-2 are to be used whatever is the selection method indicated in the evaluation procedure mentioned in the Bid document.

Annexure-11-A
Form-1: Financial Proposal Submission Form
(On the Letterhead of the Applicant)

Date:

To,
Executive Officer
Balangir Municipality
Balangir(Odisha)-767001

Dear Sir/Madam,

We, the undersigned, offer to provide the Sanitation Services for Zone No. _____ under Balangir Municipality in accordance with your RFP Notice No. _____ Dated _____. Our attached Financial Proposal is for the sum of (Amount in Words and Figures). This amount is inclusive of all taxes but excluding of GST.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal mentioned in the TOR i.e. 120 days.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this proposal.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Date:

Signature of Authorised Signatory with Seal
(Name, Title of the Authorised Signatory)

Place:

Name of the Agency:

Address:

Annexure-11-B
Form-2: Cost Summary

Project Title: Sanitation Services for Zone No. _____ under Balangir Municipality.

1. Price quoted by you should be valid for a minimum period of 120 days from the date of closing of the tender.
2. The escalation of prices/ rates will be considered as per the provisions mentioned in the RFP.
3. Rates must be inclusive of all taxes but excluding of GST which shall be paid on actual as per prevailing rates.
4. Rates must be submitted in the below Performa of schedule of rates.
5. All the terms of the tender document are applicable.

Schedule of Rate

Description	Monthly Fee Quoted by the Bidder (in INR) in Figure excluding of GST	Monthly Fee Quoted by the Bidder (in INR) in Words excluding of GST
Sanitation Services as per the Scope of the work of the RFP for Zone No. _____ Balangir Municipality.		

Note:

Rate quoted includes all costs for capital items as well as operation & management of service. (While quoting the financial offers, the bidder is requested to refer all clauses of Scope of work of the RFP)

Date:

Signature of Authorised Signatory with Seal
(Name, Title of the Authorised

Signatory)

Place:

Name of the Agency:

Address:

Annexure-12
Ward Details of Balangir Municipality Area (Location)

SI No	Wd No.	Description of the Ward
1	1	Aampada,Jampada,Larkipali,Larkipali Harijan Pada,Gopabandhu Pada,ITI Pada,Jyoti nagar,Swadhin nagar,santi pada,
2	2	Santi pada,Kandhpali pada,Chandrasekhar Nagar, Nanda pada, Koshal nagar,
3	3	Kandhpali pada,Dunguripada,Shibshakti Nagar,Goshala,Civil Court Backside,Larkipali Harijan Pada,Talpali Pada,Mission Compound,Hatisal Pada,
4	4	Thikadar Pada, Kumbhar Pada (Thikadar Pada), Kumbhar Pada (Talpali Pada), NuapadaTalpali Pada, Chandrasekhar nagar,Barpali Pada,Khaira pada,Bramhin pada,Harijan Pada,Kolapada,
5	5	Aadarsha Pada,Aananda pada,prashna Bihar,Hatisal Pada,Utkal Nagar,Civil Court Backside,Block colony,
6	6	Barpali Pada,Chimni Bhati,Aampada,meghanand pada,
7	7	Laxmi Nagar,Bibhuti pada,rameswar nagar,Gandhinagar Pada,Sambalpur road,Junadihi Pada,
8	8	Brahmin Pada,rajbhati Road,jalaram mandir road,Law College Road,Bad Shiba Mandir Road (Sambalpur Road),Kalamanadap Road,
9	9	Beherapali ,Sambalpur road,Satyanarayan Pada,Niladri Bihar,Gokul Dham,
10	10	Sudpada,Chamar Pada,sonapur Main Road,Chhatiapada,Leprosy Colony,
11	11	Hospital Main Road,Radharani Pada,Aghriapada,Ramji Road,
12	12	Radharani Pada,Ramji Road,Club Pada,Laxminarayan Pada,Daily Market,Gopalji Road,ABSS Road,Khadal Pada,Dhibar Pada,
13	13	Tikra Pada,Kansari Pada,Dhuba Pada,Chandan pada,Kadam pada,Daily Market
14	14	malpada,Talipada,Udaya Nagar,railway Station road,Railway Colony, Sagar Colony,
15	15	malpada,Tikra Pada,
16	16	Tikra Pada,Teligot Pada,Pratap Sagar Pada,Rugudi Pada,Baijayanti Pada,Mahalaxmi nagar,railway Station road,Hati pada,
17	17	Malgodam Pada,Khaliapali,Bishnu munda,
18	18	Bijakhaman,Lalit Nagar,Bijakhaman Colony Pada,Bijakhaman Harijan Pada,Rajib Nagar,Salepali,Tulsi Nagar,Bhagabati Nagar,Bihari Pada,Municipality Colony,Teligot Pada,Mahalaxmi nagar,railway Station road, Fire Office area + reasorve police area,
19	19	Rugudi Pada,Sagar Pada,Nalkhandi Pada,
20	20	Gupteswr nagar,Indira nagar,Goru Bajar,Dasmanti Nagar,Samalei Nagar,Ichhapada,Palaceline,Sagarpada,
21	21	Dempada,Rajendra Pada,Palaceline,Sastrinagar,Hatisal Pada,Laxmijor pada,Sriram Nagar,Santi Pada,Chandrasekhar nagar,Alok Nagar,Ranjit Colony,Neheru Nagar,Irrigatin colony,Laltikra,Swadhin nagar,Koshal chhak,Saraswati Nagar,Suktel Colony,Medical college,

