

ଘୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଚିତିଲଗର, ।

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH  
(Dept. of Housing & Urban Development, Govt. of Odisha)  
At/Po.Ps.Titilagarh, Dist.Balangir-767033, e-mail:titilagarhmunicipality@gmail.com

**e-tender call notice**

**FOR**

**Supply Of Manpower For Sanitation Work Ward No.1 To 15  
For two year i.e.**

**F/Y: 2026-27 & 2027-28**

**Tender Reference Number-TIG-MPL-26-2026**

**The O/o Executive Officer, Titilagarh Municipality,  
Titilagarh-767033**

ଫୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଚିତିଲାଗଡ଼.

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

(Dept. of Housing & Urban Development, Govt. of Odisha)

At/Po.Ps.Titilagarh, Dist.Balangir- 767033, e-mail:titilagarhmunicipality@gmail.com

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No. 725/TIG-MPL/Dt. 09/03/2026

**e-Procurement Notice**

**Tender Reference Number-TIG-MPL-26-2026**

*Name of the work for which e-Tender invited – Supply of labour for Sanitation Works including collection of solid waste from Door to Door , Road sweeping, Drain Cleaning, Bush Uprooting from Titilagarh Municipality area for 2 years the F.Y. 2026-27 and 2027-28.*

1. Estimated cost of work (for two year) – Rs.5,66,15,468/-
2. Eligible Intending Registered & Financially Sound Manpower Service Provider Agency/Firms/ Trust/ N.G.O shaving similar nature of work experience of at least Seven years and fulfilling the other criteria as given in the D.T.C.N.
3. The Bid documents will be available in the web-site i.e. <http://www.tendersodisha.gov.in> from 11:00 hrs of Dt.11.03.2026 to 17:00 Hrs of Dt.31.03.2026 for online bidding.
4. Last date & time of receipt of Bid through online at 17.00 of Dt.31.03.2026
5. Last Date & time for deposit of Fees & Documents (in sealed envelope) through by post : 07.04.2026 at 17.00 PM
6. Opening of Bid on Dt.08.04.2026 at 11:00 Hrs.
6. The bidder has to participate in online bidding only.

For further detail can be seen i.e. <http://www.tendersodisha.gov.in>

Executive Officer  
Titilagarh Municipality

Memo No. 731/Dt. 09-03.2026

Copy submitted to the Deputy Secretary to Govt. Information & Public Relation Dept. Govt Of odisha ,Bhubaneswar for favour of kind information with a request for one time publication in **two Daily Odia Newspaper & one English daily newspaper** within a minimum space at the I & P.R rate for the information of the general public.

Executive Officer  
Titilagarh Municipality

**ଫୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଟିଟିଲାଗର,**  
OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

**e-Procurement Notice**

No. ୮୨୫/TIG-MPL/Dt...୦୨.../03/2026

Tender Reference Number-TIG-MPL-26-2026

**Preface:**

e-Tender on behalf of the Municipal Council, Titilagarh are invited by the Executive Officer, Titilagarh, Municipality under two Bids system i.e. Technical Bid & Financial Bid from intending experienced, financial sound registered & authorized Manpower Service Provider Agency/Firms/Trust/NGOs having similar nature of work experience of at last **Five (5) years** for outsourcing the service of manpower to Sanitation Works including collection of solid waste from Door to Door , Road sweeping, Drain Cleaning, Bush Uprooting from Titilagarh Municipality area on the terms & conditions mentioned in the tender document. Further details can also be seen from the Website i.e. <https://tendersodisha.gov.in>. In case of any addendum /corrigendum/cancellation/clarification/extension regarding this tender, the same will be published in the above-mentioned official websites only.

**1. Details of the e-Tender: (Table-1)**

Sl. No.	Name of the work	Estimate cost of work (2 year)	E.M.D @1% of estimated value	Cost of tender paper	Class of Contractor	Agency/ Firm etc.	Period of contract
1	2	3	4	5	6	7	8
1	Providing Daily door to door collection (by bell ringing vehicle) Daily Road sweeping, Daily Drain cleaning, Daily Garbage lifting, Spraying disinfectants and sanitation service including collection of garbage, solid wastes from various sources to Dumping Yard, Bush cutting, Daily drain cleaning, transportation of all kinds of garbage/ waste from source to dumping yards/MCC/MRF Centre identified by the Municipal authority in 15 Nos. of Wards of Titilagarh Municipality i.e. Ward No.01 to 15. with 140 nos. of sanitation labour & 7 nos. of supervisors and 13 nos. of drivers including EPF ESI CESS T&P, etc. complete but excluding vehicle and fuel charges.(The rate should be quoted the service charge of the estimate cost as per Govt. norms i.e. 3.85 to 7 %)	Rs. 5,66,15,468/-	Rs. 56,615/-	Rs. 10,000/-	Service nature	Registered firms/ Service Provider/ NGOs those are experience in similar nature of work at least for 5 years in Central Govt./State Govt. or any Govt. undertaking Institution.	2 (two) Year 2026-27 & 2027-28

- i. The cost of Tender paper cost as indicated in column – 5 of table 1 should be deposited in the shape of Demand Draft in favour of Executive Officer , Titilagarh Municipality drawn in any Nationalized Bank and payable at Titilagarh. The scanned copy of E.M.D. will be submitted in website at the time of submission of bid “ONLINE”.
- ii. Bidder should deposit the signed financial bid along with original Demand Drafts of “Cost of tender paper” and “E.M.D.” OFFLINE in Sealed envelop at Titilagarh Municipality office through by post last date is **07.04.2026 at 17.00PM.**

**3. Submission of the e-tender:**

- i. This Tender is an e-Tender; offer will not be accepted in hard copy.

4. **Period for Validity of Tender Document:** 90days from the date of opening of the Tender.

5. **Type of Bid:** Two Bid System (Technical & Financial) i.e Two Cover System.

6. **Scope of Work :**

6.1. **Sweeping & Door to door Collection with source Segregation:**

(A) Sweeping of all the roads, lanes of entire ward is to be made daily; domestic refuses shall have to be collected daily from all households, shops and vending zones. The MSW generated from road sweeping and door to door collection is /are to be accumulated in the dustbins/garbage bins(dry waste and wet waste separately) and transfer it to temporary stations /MCC/Dumping yard /MRF at Desil centre and any other site identified by Titilagarh Municipality as per the scope of work mentioned in item-7.3.

(B) Evening/night Cleaning should be made in the market area, Bus stand/Public places and main road area which is a mandatory condition in the sanitation work.

7.2. **Cutting of bushes & cleaning of drains:**

The bushes & shrubs from roadside beams and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e. removal of silt polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins and transfer it to temporary stations/ MCC/Dumping yard /MRF at Desil center and any other site identify by Titilagarh Municipality as per the scope of work mentioned in item.7.3

7.3. **Collection & Transportation of Solid Wastes:**

The Municipal solid wastes which is generated from various sources and accumulated as mentioned in item-7.1 and item-7.2 noted above is required to be collected and lifted from different collection points/dustbins of that particular ward/lanes and transported to the designated place/temporary transfer station /MCC/Dumping yard /MRF centres **by means of supply of labour to vehicle & driver** as decided by the Titiagarh Municipality. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc.

The Municipal Solid Waste includes the following:

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses in segregation.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Titilagarh Municipality
5. Garbage generated from bush and grass cutting from road side bushes ensuing proper garbage lifting and conservancy lanes.
6. Unidentified Dead animal.

7.4. During any Local festivals, National Day Celebration or V.I.P Programme, Special Cleaning work and spreading of bleaching/lime stone shall be made by the Agency as per instruction of the Municipal Authority/Sanitary Inspector/Sanitary Supervisor of this Municipality, A special drive cleaning of drain shall be done by the agency before rainy season to avoid flash flood.

**Eligibility criteria and General Instructions to Tenderers**

**Bid Price:**

1. All duties, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
2. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

3. The Prices should be quoted in Indian Rupees only.

**Eligibility criteria of the Bidder:**

*The technical bid shall be accompanied* with self-attested photo copy of the following requisite documents to establish the bidder's eligibility failing which the bid shall be rejected out rightly:

1. The Manpower Service Provider Agency/Firms/Trust/NGOs shall have at least **5 years'** experience in successfully providing unskilled manpower to Govt./ULB/PSU etc. for performing the similar nature of work i.e. Sweeping of streets, cleaning of drains, transporting of MSW.
2. The bidder must have to submit an affidavit made before the Executive Magistrate along with the technical bid, **for authentication of the documents** falling with bid will be rejected.
3. Technical Bids & Financial Bid separately in two envelopes is put in to another envelope with super scribe as "Tender for cleaning & Sanitation Service" for the **Date.18.01.2026 upto 17.00 pm.**
4. DTCN Document must be upload in **online** bidding falling with bid will be redetected.
5. Manpower Service Provider Agency/Firms/Trust/NGOs shall have Financial Turnover of at least **Rs.5 Core or more per annum** for each of the last Three Financial Years.(Audited Statement to be enclosed)
6. Single Work completion Certificate of **Rs.1.5 Core. In last 5 year**
7. The Agency should have executed contract for single work order of Rs 1.5 Core
8. Valid Registration Certificate of the Manpower Service Provider Agency/Firms/Trust/NGOs etc.
9. ISO 18001:2007,ISO 14001 :2015,ISO 9001:2015,ISO 45001:2018 Certificate Enclosed.
10. Solvency Certificate of **Rs ( 50 Lakhs to 3core above)**
11. Registration certificate (A OR B Class Contractor/Company)
12. Police Verification Certificate Enclosed.
13. PAN Card.
14. GST Registration Certificate.
15. Latest GST return.
16. Last Three Financial IT return filed by the Manpower Service Provider Agency/Firms/Trust/NGOs etc
17. Annual turn over to the of **Rs.5.00 Core for last year.**
18. Affidavit regarding declaration of not blacklist and no any criminal cases pending against the agency..
19. ESI Certificate Enclosed. For payment last 6 month.
20. Valid labour license( for minimum 300 Labours) under contract labour (Regulation and Abolition) Act, 1970 Enclosed.
21. Valid& up-to-date EPF registration certificate and deduction vouchers up to last Financial Year issued from concerned RPFC.
22. EMD 1% of the estimated value for one year.
23. Original Documents shall be produced at the time of opening of the Technical Bid.
24. The ISD of 1% of Contract Value shall be submitted by the selected bidder and retained for contract the period. However, the EMD submitted by the agency at the time of submission of tender may be refunded. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract within or after 30 days of the completion of the contract.
25. Experience certificate for at least **5 years** issued by any Govt, Municipality Or Corporation.
26. Proof of EPF & ESI (Minimum 300 nos. Labour) deposit for cleaning & sanitation purpose Last 6 months.
27. The technical Bid (Part -A) & Financial Bid (Part -B) shall be opened on the above said date and time .Which quotation qualifying the first opening process of (Part -A) then their Financial bid (Part-B) will be opened ,if any shortage in their documents the quotation shall be rejected.

- 6
28. The sealed tender shall be sent either by Speed Post/Courier Service so as to reach in the office of the undersigned by **07.04.2026** the tender received shall be opened on the next day at in the presence of Tender or their authorised representative, if there is no Govt. Holidays. No tender shall be entertained after schedule date and time.
  29. The Authority reserves the right to cancel or reject the quotation without assigning any reason thereof.

**Evaluation Criteria:**

1. Total number of Bid received will be announced to bidders during Bid opening time.
2. Technical & Financial Bid will be opened by Designated Evaluation Committee in presence of bidders or their authorised representatives.
3. Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their Financial Bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
4. Evaluation Committee will evaluate the Technical & Financial Bid and submit their reports to the Competent Authority.
5. On Approval of the Competent Authority, Lowest One (L-1) & Two (L-2) bidder name will be declared.

**Instructions:**

1. The bidders must possess compatible Digital Signature Certificate of class II or Class III.
2. The service provider will provide Identity Card to each and every engaged labour.
3. The service provider will display name, address and Mobile Nos. of the labour engaged etc. at least three main identified spots.
4. The Bid documents shall contain scan copy of (a) Valid Registration Certificate, (b) PAN Card (c) GST Certificate (d) Valid EPF & ESI Registration Certificate (e) Labour license from competent authority (f) Experience Certificate in similar nature of work issued by the competent authority from Municipal corporation/Municipality/ NAC/Govt. organization within the last **5 years**.
5. The authority reserves the right to reject any or all bids without assigning any reason there of.

  
**Executive Officer**  
**Titilagarh Municipality**

## GENERAL TERMS AND CONDITIONS

01. The bidders are required to inspect and assess the entire geographical area of the Municipality and quote their rates of the labour charges for sweeping, bush uprooting, drain cleaning, collection wastes from door to door including lifting & transportation of Solid Waste where ever necessary inside Municipality area and disinfecting collection points etc. The Bidders are expected to examine all the instruction, terms and specification in the bid documents, Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of the bid.
02. The bidder must have appropriate resources, Necessary expertise, Requisite manpower and supervisory ability to undertake the work.
03. The vehicles, fuel, wheeled barrows and tricycle with dustbin and BOV, bleaching powder, phenyl, mosquito oil, spray machine & other tools & implement will be provided by Municipality authority.
04. In any day during inspection of work by the Municipal authority if not found satisfactory deduction as calculated will be deducted from the pay bill of the agency.
05. The agency must have a office in Titilagarh Municipality Area.
06. The successful bidder shall execute as agreement with the Executive Officer of Titilagarh Municipality within a week from the date of receipt of letter acceptance from Titilagarh Municipality failing which the tender will be rejected and the EMD for security deposit will be forfeited.
07. In case of the service of the bidder is not satisfactory to Municipal Authority the Titilagarh Municipality has liberty to close the contract with a single 15 days notice served by Titilagarh Municipality to the bidder.
08. Titilagarh Municipality reserves the right to extend the period of the contract if required with manual consent of the bidders after closing of the contract period.
09. Titilagarh Municipality shall have the right to add / delete any condition to the agreement respectively as and when required for smooth management of the sanitation service and lifting of garbage.
10. Titilagarh Municipality have reserved to right to Add and subtract the manpower during the contract period as and when required for smooth management and sanitation service.
11. Any legal disputes arising out of this are subject to jurisdiction of Balangir District only.
12. Notwithstanding the above, the Titilagarh Municipality reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of tender.
13. The authority reserves the right to negotiate and engage the second lowest bidder in case of default of cancellation of contract.
14. The bidder should not reduce the number of labourers and prescribed the minimum wages of labourers as per Odisha Gazette fixed by labour and ESI department, Odisha time to time..
15. The bidders are required to take attendance of the labourer in presence of S.I in charge at Titilagarh Municipality.
16. The bidders are required to submit the copy online EPF, ESI Challan and online GST paid receipt to the Titilagarh Municipality authority of previous month before receipt of monthly bill of next month.
17. The quoted rate shall stand valid up to end of the Current Financial Year & enhance rate would be allowed to contractor during this period subject to instruction & order of the Govt.
18. The bid is meant for carrying out the work for a period of one year, Titilagarh Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.



19. Titilagarh Municipality shall have the right to terminate the contract on the ground of improper performance and violation of the terms of the contract without assigning any reason by giving 15 days prior notice
20. Conditional and incomplete bid shall be liable for rejection.
21. Letter of authorization for representing the registered firm/entrepreneur/Private company/NGOs and to sign the bid document should be enclosed along with the bid document.
22. The rate should be clearly mentioned in the tender paper including EPF,ESI etc.
23. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manoeuvre is found, the EMD & Performance guarantee or any other amount deposited against this tender will be forfeited and steps shall be taken for black listing to the bidder.
24. The bidders have to submit all documents as per eligibility criteria shown in the bid documents along with quoted rates.
25. The Jr. Sanitation Expert/ Sanitary Inspector of Titilagarh Municipality will supervise the sanitation work.

  
**Executive Officer,**  
**Titilagarh Municipality**

### SPECIAL CONDITIONS:

1	Payment shall be made by the agency to his employees/workers as per their category and nature of work which shall not be less than the estimated labour charges mentioned in Bid document following to minimum wages Act by Govt. of Odisha. It might be increased in Labour Charges, whether Govt. will hike the minimum wages during contract period.
2	The successful bidders shall execute an agreement with the Titilagarh Municipality within 7 days from the date of receipt of letter or acceptance from Titilagarh Municipality. The EMD and APS shall be retained as security deposit till closure of the contract without any interest. The EMD and APS which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. The EMD of the unsuccessful tenderers shall be refunded back on application only after finalization of the bid and drawl of agreement with the successful bidder. In case of failure to execute agreement in time, the EMD and other deposits will be forfeited .The tender call notice shall form a part of the agreement.
3	Details of Terms & Conditions will be incorporated in the agreement.
4	The labours engaged by the agency for sanitation work will perform their duty in uniform, dresses, jacket with all types of protective equipment i.e. gum boot, hand gloves, face mask, helmet etc.
5	Titilagarh Municipality shall have the right to add or delete any conditions(s) to and from the agreement as and when necessary for smooth management of sanitation work.
6	The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Odisha State Pollution Control Board.
7	If the agency will not perform the sanitation work to the satisfaction of Titilagarh Municipality authorities in any particular day then the Titilagarh Municipality is at liberty to engage and substitute man power for sweeping, bush uprooting, drain cleaning, engage own vehicle, hired vehicles for lifting the pending MSW and may impose penalty up to 10% of agreement value in which the decision of the Executive Officer will be final and binding which shall be recovered from the monthly bill of the agency.
8	The waste collectors engaged by the agency shall collect solid waste from various households on daily basis in particular fixed timing area wise as may be finalized by the agency in consultations with the Officer-in-charge (Sanitation Expert ) of Titilagarh Municipality.
9	In case of any dispute arising out of the contract, the matter shall be decided as per law and as per the decision of Executive Officer of Titilagarh Municipality.
10	In case, labour rate is hiked by Govt. of Odisha, payment will be made accordingly, considering the engagement of labour in the work duly certified by the Officer-In-Charge(Sanitation Expert) of the work.
11	Evening/night cleaning at market, bus stand and main road area. The agency shall start the work by 5.00 PM to minimize the work load during day time.
12	The agency has to maintain a register clearly indicating the number of labour
13	The Agency must deposit the EPF, ESI & Labour Cess against the labour concerned and submit the copy of EPF deposit ESI of all the employees engaged with in 20 <sup>th</sup> of the succeeding month positively in the office of the undersigned for record.
14	The labour engaged by the agency should not have any criminal background. If he/she engages in any type of unlawful activities during performance of duty, then the agency will be held responsible, the undersigned will not be held responsible in such circumstances.
15	<b><i>The labour engaged by the agency should not participate in any strike, lockout, Hartal of any kind in any circumstances. Disobeying which the authority has the right to terminate the agreement with the service provider without any prior notice/information.</i></b>

  
 Executive Officer,  
 Titilagarh Municipality

# CHECK LIST

Sl. No	Particulars	Yes/No	Page No.	Should be left blank for office use only
1	2		3	4
1	Registration Certificate			
2	Valid Labour license under contract labour (Regulation and abolition) Act,1970.(minimum 300 labours)			
3	Copy of ISO 9001 certificate			
4	Copy of GST registration			
5	Copy of last latest <b>GST Return filed</b>			
6	Copy of last three Financial years audited statement			
7	Copy of last three Financial Year IT Return filed			
8	Copy of <b>PAN Card</b>			
9	EPF Registration Certificate and deduction vouchers issued from concerned RPFC (latest copy)(300 labour)			
10	Copy of ESI Certificate( <b>300 labour</b> )			
11	Orginal Affidavit			
12	Financial Turnover of <b>5 core</b> (Three financial year)			
13	Experience Certificate <b>5 years</b>			
14	Single Work Order of <b>1.5 core</b>			
15	Copy of Solvency Certificate			
16	Undertaking that firm is not debarred / blacklisted by Government			
17	Copy of successfully completed works of similar assignment in last five financial Year in any Govt. Organization/ULB/PSUs etc.			
18	EMD of <b>Rs.5,56,583/-</b> drawn in favour of EO, Titilagarh, Municipality			
19	Paper Cost of <b>Rs.10000.00</b> drawn in favour of EO, Titilagarh, Municipality			

Date:

Bidders' Signature

ପୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଚିଟିଲାଗଡ଼.

**e-Procurement Notice**

Memo No. 726 / Date. 9-3-2026

Copy submitted to the **Director of Municipal Administration & Ex-officio Additional Secretary to Govt. H&UD Deptt., Govt. of Odisha / the Director, SBM, H & UD Department, Govt. of Odisha, Bhubaneswar/ Additional Director, SUDA, H&UD Deptt., Bhubaneswar** for favour of kind information.

  
Executive Officer,  
Titilagarh Municipality.

Memo No. 727 / Date. 9-03-2026

Copy submitted to the **Collector & District Magistrate, Balangir/ ADM, Balangir/ PD,DUDA Balangir/ CDO-cum-EO, Chief Development Officer-cum-Executive Officer, Zilla Parisad Balangir/ Sub-Collector-cum-SDM, Titilagarh / Superintendent of Police, Balangir / I.I.C., Titilagarh** for favour of kind information and necessary action.

  
Executive Officer,  
Titilagarh Municipality.

Memo No. 728 / Date. 09-03-2026

Copy submitted to the **Inspector of Local works-cum-Executive Engineer,(ILW) P.H.Division, Balangir/ Executive Engineer, R & B Division, Kantabanji / Executive Engineer, R.D. Division, Titilagarh / Executive Engineer, M.I. Division, Balangir / Executive Engineer, Irrigation Division, Titilagarh / Block Development Officer, Titilagarh/Tahasildar, Titilagarh** for favour of information with a request to kindly exhibit this tender call notice in their Notice Board. for favour of kind information with request to kindly exhibit this tender call notice in his Office Notice Board.

  
Executive Officer,  
Titilagarh Municipality.

Memo No. 729 / Date. 9-3-2026

Copy to all tender Committee of Titilagarh Municipality/ ME, JE, Accountant, Cashier, Sanitation section of Titilagarh Municipality for information.

Copy to Officer Notice Board for wide publication.

  
Executive Officer,  
Titilagarh Municipality

Memo No. 730 / Date. 9-3-2026

Copy submitted to the **DIO, NIC, Balangir** to request publish the e-tender call notice in Dist. Website for wide publication.

  
Executive Officer,  
Titilagarh Municipality