

KORAPUT  
MUNICIPALITY  
*TENDER PAPER*  
*FOR*  
*PRIVATIZATION OF*  
*SANITATION IN W. NO. XV*  
*TO XXI.*

KORAPUT  
MUNICIPALITY

*TENDER PAPER*

(TECHNICAL BID)

*FOR*

*PRIVATIZATION OF  
SANITATION IN W. NO. XV  
TO XXI.*

# KORAPUT MUNICIPALITY

## DETAILED TENDER CALL NOTICE

<b>Name of the Work</b>	<b>:</b>	<b><i>PRIVATIZATION OF SANITATION IN W. NO. XV TO XXI.</i></b>
<b>Agency</b>	<b>:</b>	
<b>Cost of Bid Documents</b>	<b>:</b>	<b>Rs.10,000/- ( Rupees Ten thousand)</b>
<b>Sale of documents</b>	<b>:</b>	<b>From 17.02.2021 up to 4.00 PM of 02.03.2021</b>
<b>Last date of Receipt of filled up bid documents</b>	<b>:</b>	<b>Up to 4.30 PM of 03.03.2021</b>
<b>Date of Opening (Technical)</b>		<b>4.00 PM of 08.03.2021</b>
<b>Date of Opening (Financial)</b>	<b>:</b>	<b>4.00 PM of 11.03.2021</b>

# Disclaimer

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The information contained in this Notice Inviting Tender ("NIT") document provided to the Bidder(s), by or on behalf of Municipal Council, Koraput or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this NIT document and all other terms and conditions subject to which such information is provided. The purpose of this NIT document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This NIT document does not purport to contain all the information each Bidder may require. This NIT document may not be appropriate for all persons, and it is not possible for Koraput Municipal Council, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this NIT document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIT document and where necessary obtain independent advice from appropriate sources. Koraput Municipality, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the NIT document. Executive Officer on behalf of Municipal Council, Koraput may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT document.

**KORAPUT MUNICIPAL COUNCIL, KORAPUT**

File. No.XV3/2020

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT KORAPUT MUNICIPALITY ( Ward No. XV to XXI ).**

- A. Cost of the Tender Document: Rs.10,000/-(Rupees Ten Thousand only)
- B. Last date & time for submission of Bid: 03.03.2021 at 4.30 PM
- C. Tender (Technical Bids) to be opened: 08.03.2021 at 4.00 PM
- D. Financial Bid to be opened:11.03.2021 at 4.00 PM
- E. Tender to remain open for acceptance up 90 days from the date of opening.
- F. The details of this tender is also available at website – [www.koraputmunicipality.in](http://www.koraputmunicipality.in)

**NOTE :**

1. The Executive Officer, Municipal Council, Koraput may at his/her discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but, there will be no change in the time for opening indicated above.
3. The intending Tenders may survey the designated wards & areas to know the scope of work before responding to the Tender.
4. Bids will be received through Speed Post/Registered Post **only**.
5. Bids will not be received through courier service and hand to hand.

**Crucial Details of Tender Call Notice**

Name of the work	:	<b>CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT KORAPUT MUNICIPALITY Ward No. XV to XXI</b>
E.M.D	:	1.0% of the total quoted value for three year in shape of Bank Draft.
Performance Guarantee	:	1.5% of the total quoted value for three year in shape of Bank Draft.
AGENCY	:	As per eligibility criteria
Period of contract	:	Three Year
Cost of Tender document	:	Rs. 10,000.00
Period of Sale/Down load of Tender document	:	Dt.17 02.2021 to Dt.02.03.2021 upto 4.00 PM
Last Date for receipt of Filled in Tender document	:	Dt .03.03.2021 up to 5.00 P.M.
Place &Date of Opening of Technical bid	:	Office of the Executive Officer, Koraput Municipality Dt.08.03.2021 at 4.00 P.M.
Place & date of opening of Financial Bid of eligible Tenders	:	Koraput Municipality Dt.11.03.2021 at 4.00 PM.
Officer invited the Tender	:	Executive Officer on behalf of Koraput Municipal Council, Koraput.
Likely date for commencement of deployment of required manpower	:	Dt.20.03.2021

# KORAPUT MUNICIPALITY

No.573

Date:15.02.2021

## Notice Inviting Tender

Sealed tenders, in conformity with the detailed tender call notice are invited from the intending Registered Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur satisfying the eligibility criteria as per NIT for execution of providing, cleaning & sanitation work from Ward No. XV to XXI of Koraput Municipality so as to reach the Executive Officer, Koraput Municipality through registered post/ speed post only **up to 5.00 PM on Dt.03.03.2021.** and tender will be opened at Koraput Municipality on **08.03.2021.** at 4.00 P.M ( Technial) and 11.03.2021 at 4.00pm ( Financial)..The details of works, purchase of Tender documents, scope of work, eligibility criteria & submission of tender can be purchased from office of the undersigned from **Dt.17.02.2021 to Dt.02.03.2021 upto 4.00 PM.**

Tender form can also be downloaded from websites: [www.koraputmunicipality.in](http://www.koraputmunicipality.in) but it should be accompanied Bank Draft of Rs.10,000/- (Rupees Ten Thousand only) in the name of Executive Officer, Koraput Municipality, payable at Koraput along with Bank Draft of EMD, at the time of submission.

Details can be had from the office of the undersigned during working hours on working days.

  
Executive Officer,  
Koraput Municipality.

Memo No.574

Date:15.02.2021

Copy forwarded to the e.mail: [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com) with copy to [iprenews@gmail.com](mailto:iprenews@gmail.com) for information & necessary action with a request to publish the tender on two daily Odia wide circulated local News papers for one day only with reference to the letter No.5670/CS dt-27.06.2017 of Office of the chief Secretary Govt. of Odisha.

  
Executive Officer,  
Koraput Municipality.

Memo No.575

Date:15.02.2021

Copy to the MIS Computer Programmer, Koraput Municipality for information and necessary action with a request to hoist the tender in the official website i.e. [www.koraputmunicipality.in](http://www.koraputmunicipality.in)

  
Executive Officer,  
Koraput Municipality.

# KORAPUT MUNICIPALITY

## TENDER PAPER

### DOCUMENT

**NAME OF WORK: -CONTRACT FOR CLEANING,  
SANITATION AND WASTE DISPOSAL SERVICES AT  
KORAPUT MUNICIPALITY(Ward No. XV to XXI )**

Issued against Bank Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_ drawn on

\_\_\_\_\_

For Rs. \_\_\_\_\_

Cashier/ Junior Assistant



# KORAPUT MUNICIPALITY

No.573

Date:15.02.2021

## Notice Inviting Tender

Sealed tenders, in conformity with the detailed tender call notice in two tender system are invited from the intending Registered Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur having eligibility criteria as mentioned in NIT for execution of work as noted below so as to reach the Executive Officer, Koraput Municipality through registered post/ speed post only up to **5.00 PM on dt.03.03.2021**. Courier service documents will not be accepted.

The tender documents are to be obtained from Koraput Municipality, on deposit of the non-refundable cost of the tender document cost (non refundable), in shape of Bank Draft drawn in favour of the Executive Officer, Koraput Municipality only from **Dt.17.02.2021 to Dt.02.03.2021** during Office hours. Tender form can also be downloaded from websites: [www.koraputmunicipality.in](http://www.koraputmunicipality.in) but it should be accompanied Bank Draft of Rs.10,000/- (Rupees Ten Thousand only) (non-refundable) in the name of Executive Officer, Koraput Municipality, payable at Koraput along with Bank Draft/ at the time of submission.

The Technical Tender of two tenders will be opened at **4.00 PM on dt.08.03.2021** in presence of bidder or their authorized representatives, who may be present at the time of opening of the tenders. Koraput Municipality will in no way, be responsible for postal delay (if any), in receipt of the tender document & non-receipt of the same in time. The Financial Tender of those, who have qualified in Technical Tenders, shall be opened in presence of Tenderer on **Dt.11.03.2021 at 4.00 P.M.**

Sl.No	Name of the Work	Period of Contract	Cost of Bid document in Rs.
01	<b>CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT KORAPUT MUNICIPALITY Ward No. XV to XXI</b>	Three year	Rs.10,000/-

The tender must be accompanied with all the attested photo copies of qualifying documents as mentioned in eligible criteria & the required EMD in shape of Bank Draft from any Nationalized Bank drawn in favour of the Executive Officer, Koraput Municipality and the cost of the tender document (non-refundable) in shape of Bank Draft/ from any Nationalized Bank drawn in favour of the Executive Officer, Koraput Municipality separately failing which the tender shall be rejected out-rightly. Details can be had from the office of the undersigned during office hour on working days from **Dt.17.02.2021 to Dt.02.03.2021**.

1. Mere procurement of tender document does not guarantee for fulfillment of the eligibility criteria.
- 2 Name of the purchaser at the time of procurement of Tender Document should not be disclosed. No Koraput Municipality money receipt shall be given indicating the name of the purchaser at the time of purchase of Tender Documents.
3. Only ink/dot pen signed copy of the Tender Notice issued by the office shall be entertained.

Notwithstanding anything contained in this NIT, Koraput Municipality reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

  
Executive Officer,  
Koraput Municipality.

Memo No.577

Date:15.02.2021

Copy forwarded to the Sanitary Inspector, Koraput Municipality for information & necessary action.

  
Executive Officer,  
Koraput Municipality.

Memo No.578

Date:15.02.2021

Copy to Notice Board of Koraput Municipality for wide circulation.

  
Executive Officer,  
Koraput Municipality.

Memo No.579

Date:15.02.2021

Copy forwarded to the Additional District Magistrate, Koraput/ Sub Collector, Koraput/ Project Director, DRDA, Koraput/ Block Development Officer, Koraput/ Executive Engineer, P.H Division, Koraput/ Executive Engineer, R & B Division, Koraput/ Tahasildar, Koraput/ DIPRO, Koraput for favour of kind information with a request to publish the notice on their office Notice Board for wide publicity.

  
Executive Officer,  
Koraput Municipality.

## **GENERAL TERMS AND CONDITIONS**

1.The bidders are required to inspect and assess the entire geographical area as per annexure-I and quote their rates of the labour charges for sweeping, bush cutting, drain cleaning, including lifting of MSW and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by Koraput Municipality and other miscellaneous expenditure as may be required such as T & P charges, OH charges as mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the tenderer as per direction of officer-in-charge.

2.The bidders are expected to examine all the instruction, terms and specifications in the bid document. 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.

3.The bidder must have his establishment at Koraput, appropriate resources, necessary expertise, requisite manpower and supervisory ability to undertake the work.

4.The contract will be for a period of three year subject to satisfactory performance of the contractor . Koraput 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.

5.Koraput 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 30 days prior notice.

6.Conditional and incomplete bid is liable of rejection.

7.Letter of authorization for representing Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur and to sign the bid document should be enclosed along with the bid document.

8.Bids containing overwriting, additions, alternations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.

9.The bidders shall sign every page of the tender documents and submit all of them.

10.The bidders should quote rates both in figures and in words, wherever if there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.

12.All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found the EMD will be forfeited and steps shall be taken for black listing of the bidder.

12.Koraput Municipality has tentative requirement of 39 staff & two Driver, one Zamadar & supervisory staff. The total requirement may increase or decrease.

13. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing “Technical Bid for executing Sanitation Work under Koraput Municipality” & “Financial Bid for executing Sanitation Work under Koraput Municipality”. Both the envelopes should be kept in another sealed envelope super scribing “Tender for executing sanitation work under Koraput Municipality”.

14. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not withdraw from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the stipulation of NIT the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer made by the tenderer not being accepted, the amount of earnest money/Performance Gurantee deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council.

15. The tender is liable to be rejected if complete information as required is not given therein or if the particular asked for in the schedules to the tender is not fully filled in along with all essential documents required for Technical Bid.

16. No interest shall be payable on the amount of Earnest Money & Performance gurantee in any case.

17. TDS will be deducted at source from monthly bill of the successful tenderer, as per rules/instructions made applicable from time to time by Government.

18. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or servant of the ULB shall (in addition to any criminal liability which the tenderer may incur) debar his tender form being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

19. Service is required on all working days. However the agency will have to work on holidays also. No extra remuneration would be paid for such holiday works.

20. Before deployment of workers in the Sanitation work, the contractor shall ascertain their age. He/she shall also ensure that no worker should be minor.

21. The revised minimum rates & wages will be applicable to the tenderer as notified by Labour & ESI Department, Government of Odisha from time to time.

22. Each Bidder shall submit a maximum of one (1) bidding for the Project, in response to this NIT. Any Bidder who submits more than one Proposal for the Project will be disqualified. The Bidder shall neither transfer the bidding document to another interested party nor submit Proposals for a Package other than the one for which the bidding document has been purchased from Koraput Municipality.

23. The Bidder shall also be responsible and shall pay for all of the costs associated with the preparation of its Proposal and its participation in the bidding process.

24. At any time prior to the Proposal Due Date, Koraput Municipality may, for any reason, at its own initiative, modify the NIT document by the issuance of Addenda.

25. If the tenderers are called for interview, then the tenderers will come at their own expense and without any obligation, if called upon to do so, to interview with The Executive Officer, Koraput Municipality (or an officer authorised to act on his behalf), as the case may be at their own expense.

26. Notwithstanding anything contained in this NIT, Koraput Municipality reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

27. Quoting abnormally low rate/high rate, tender will be rejected (the rate of estimation will be done by authority taking factors into account of estimation & the authority is not liable to explain the tenderer the details of the rate so estimated).

28. The payment of monthly bill to the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur has to be made through /RTGS/NEFT only. No cash payment can be made to them.

29. For all intents & purposes, the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur shall be “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed for sanitation work. The persons so deployed by the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur shall not have any claim whatsoever like Employer & Employee relationship against the Executive Officer, Municipal Council, Koraput.

  
Executive Officer,  
Koraput Municipality.

**ANNEXTURE-I**

Sl.No	Ward No.	KORAPUT MUNICIPALITY AREA
1	XV	Rellykumbha, Gunthaguda, Pindikimaliguda, Akashguda.
2	XVI	Badachindri, Sanachindri, Chindrimaliguda, Dengaguda, Tetuliguda.
3	XVII	Rangaballikumbha, Champaguda, Kharaguda, Janiguda, Medical Colony.
4	XVIII	Kanheiput, Railway colony, Shanti Nagar.
5	XIX	Dangadeula, Mosiput.
6	XX	Sunapur, OMP, Odiyaguda, Pukiaguda, Bhabaninagar.
7	XXI	New colony, Badaliguda, Landiguda, Jhatiguda, Goudaguda, Navodaya Vidyalaya, DAV college.

  
 Executive Officer,  
 Koraput Municipality.

## **SCOPE OF WORK**

### **A. (1) Sweeping, Collection of Solid Waste :**

Sweeping of all the roads, lanes, by lanes of entire ward are to be made daily. The MSW generated from road sweeping and collection by tricycles is to be accumulated in the tractor from which daily lifting is to be made to the transfer stations identified by Koraput Municipality .

### **(2) Cutting of bushes & cleaning of drains:**

The bushes & shrubs from roadside berms & conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e removal of polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the tractor from which daily lifting is to be made to the transfer stations identified by Koraput Municipality

### **(3) Collection & Transportation of Solid Wastes:**

The municipal solid wastes which is generated from various sources and accumulated as mentioned in item-1 and item-2 above is required to be collected and lifted from different collection points of that particular ward and transported to the designated transfer station as decided by the Koraput Municipality. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be supplied by Koraput Municipality as per direction of the Officer-In-Charge, Koraput Municipality. The cost of transportation should include the cost of labours.

The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses.
3. Garbage from roadside.
4. Garbage accumulated at temporary collection points identified by Koraput Municipality.
5. Garbage generated from Bush and grass cutting from road side berms and conservancy lanes.

  
 Executive Officer,  
 Koraput Municipality.

### **(B) Submission & opening of tender:**

The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing “Technical Bid for executing Sanitation Work under Koraput Municipality” & “Financial Bid for executing Sanitation Work under Koraput Municipality”. Both the envelopes should be kept in another sealed envelope super scribing “Tender for executing sanitation work under Koraput Municipality-Ward No. XV to XXI”. The tender should be addressed to the Executive Officer, Koraput Municipality, PO/PS/District-Koraput, Odisha, PIN-764020.

Name of Firm/Agency etc, Complete postal address, e-mail address and telephone number of the tenderer shall be written on the bottom left corner of the sealed envelope.

\* The Tenderers are required to produce original Documents for verification at the time of Opening of Technicla Bid , if required.

  
 Executive Officer,  
 Koraput Municipality.



### **Eligibility criteria & General Instructions to Tenderers**

The tendering Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur are required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily /out rightly rejected and will not be considered any further.

- (a) Registration Certificate of the applicant's organization.
- (b) The agency should be registered under appropriate authority of the State/Central Govt and must possess valid licenses for providing Manpower Services.
- (c) The registered office or one of the branch offices of the Manpower Service Provider should be located within the jurisdiction of the user Koraput duly registered under appropriate authorities i.e. Urban Local Body/DIC/GST/DLO.
- (d) Banker's name, Telephone Number.
- (e) Copy of PAN/GIR(General Index Register (India income taxes) Card.
- (f) Copy of IT return filed for the assessment year 2018-19, 2019-20 & 2020-21
- (g) Copy of GST registration certificate as on 01.01.2021.
- (h) Copies of EPF & ESI Registration Certificate
- (i) Copies of EPF Electronic Challan Return (ECR) for 100 Labour ( One Hundreds)& remittance confirmation slip for the month of Nov,2020, Dec,2020 & Jan,2021.
- (j) Copy of ESI return 100 Labour ( One Hundred) as on Nov,2020, Dec,2020 & Jan,2021.& e-challan of ESI for the month of Nov,2020, Dec,2020 & Jan,2021.
- (k) Copy of valid contract Labour License (REGULATION AND ABOLITION) Act,1970 for 100 Labour ( One Hundred).
- (l) Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2017-18, 2018-19 & 2019-20.
- (m) EMD 1.0% of the quoted value for three year in shape of Bank Draft separately.
- (n) Cost of Tender Paper of Rs. 10,000.00 Bank Draft separately.
- (o) The bidder must have enclosed the documents relating to ownership of vehicles/ agreement with the owners in case of hiring vehicles.
- (p) An affidavit mentioning that he/she/firm/Company etc is not black listed by any Govt. Organization/ undertaking or that no Criminal or Vigilance Case is pending.
- (q) Covering letter ( on the letter head of the bidder).
- (r) Anti-collusion certificate ( on the letter head of the bidder).
- (s) Performance Guarantee 1.5% of the quoted value for three year in shape of Bank Draft separately.
- (t) Solvency certificate to a tune of Rs.10.00 Lakh (Ten lakh) obtained from Revenue Department in favour of Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur.
- (u) All Annexures of this NIT.
- (v) Organization , Agency, Firm having their ISO registration certificate.
- (w) Organization/Agency/ FIRM must having their registration are the level of NSIC/MSME.
- (x) **If it is detected that, a Bidder is having any negative or unsatisfactory record in providing services to any Government / Private Organization, then the Bidder shall be disqualified on that ground.**
- (y) Financial Turnover of the agency for the last three year should not be less than Two Crore in the field of Sanitation work.  
2017-18 supporting self attestedcopy attached.  
2018-19 supporting self attestedcopy attached.  
2019-20 supporting self attestedcopy attached.

**Evaluation of Financial BID**

1. The total price as per schedule-1 shall be considered for price evaluation. However in case to Bidder quote the same lowest price than the agency had minimum 7 year work experience in this field shall be awarded the contract. However to Bidders quote the same lowest price and also become equal in work experience in that case the Bidder have been the highest annual average turn over shall be awarded the contract.

**THE BIDDERS WHO MEETS THE QUALITATIVE REQUIREMENTS SPECIFIED IN THE TECHNICAL BID WILL ONLY BE CONSIDERED FOR PARTICIPATING IN THE FINANCIAL BID. FINANCIAL BID OF THE TECHNICALLY DISQUALIFIED BIDDERS WILL NOT BE OPENED.**

**Note:-**

- (i) Submit photocopy of all the documents stated above.
- (ii) Non submission of any document as required in the tender will lead to rejection of the tender.

  
Executive Officer,  
Koraput Municipality.

**SPECIAL CONDITIONS:**

1. The Vehicles to be engaged for transportation of solid wastes must be in good running condition. The drivers of the vehicles must have valid driving license.
2. The Man Power Service Provider/agency shall bear.
  - i) The salary and other expenses of the driver and other staff attached to the vehicles.
  - ii) Cost of fuel and other lubricants (POL)
3. The vehicles offered shall be in good condition.
4. Comprehensive insurance policy, appropriate driving license etc. and complying with the entire statutory requirement including labour laws that may be necessary in this respect, Koraput Municipality will not be responsible for any consequence out of any violation of Rules or Act by the agency.
5. The agency shall indemnify the Koraput Municipality against any claim, losses, damages concerning to workers/ employees during the contract period.
6. The agency shall pay all the statutory and other taxes of vehicle and keep the fitness certificate during the contract period.
7. Payment shall be made by the agency to his employees/ workers as for their category and nature of work which shall not be less than the declared from time to time under minimum wages Act by Govt. of Odisha.
8. The successful bidders shall execute an agreement with the Koraput Municipality within 15 days from the date of receipt of letter of acceptance from Koraput Municipality. The EMD shall be retained as security deposit till closure of the contract without any interest. The EMD 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 will be forfeited to Koraput Municipality fund. The different clauses of tender call notice mentioned herein including DTCN shall form a part of the agreement.
9. Details of Terms & Conditions will be incorporated in the agreement.
10. The sweepers, labours engaged for door to door collection of wastes, drain cleaners, bush cutters etc. engaged for loading and unloading will perform their duty in uniform. This shall be complied by the Executing Agency so as to ensure better identification by the public as well as officers of Koraput Municipality.
12. Koraput Municipality will identify temporary transit points within the ward and place container from where the Municipal Solid Waste( MSW) is to be lifted to the transfer station identified by Koraput Municipality. The agency will submit the Bill along with statutory demand like ESI,EPF etc at the end of each month for payment.
12. Koraput Municipality shall have the right to add or delete any condition (s) to and from the agreement as and when necessary for smooth management of sanitation work.
13. The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Pollution Control Board.
14. If the Agency will not performed the sanitation work to the satisfaction of Koraput Municipality authorities in any particular day or will not respond to any complaint received from general public regarding sanitation work within four hours receiving complaint at the Municipality Office , then the Koraput Municipality is at liberty to either engage and substitute manpower for sweeping , bush cutting, drain cleaning , engage own vehicle , hired vehicles for lifting the pending MSW, etc. & recover the expenditure incurred therein as per the estimated cost by Koraput Municipality or may impose penalty upto 5 % of monthly 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. However no penalty shall be applicable during extra ordinary circumstances i.e. riot, disaster & bandh for the affected localities.

15. 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 of Koraput Municipality.
16. The agency shall start the work by 5.00 AM and deploy required vehicles for transfer of the solid waste generated from different sources, arrange means for loading and smooth lifting of MSW so generated.
17. Executive Officer, Koraput Municipality reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons, not mandatory to be communicated to the tenderer.
18. The contract will be for a period of 3 (Three) year subject to satisfactory performance of the contractor. Koraput Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period and no party will have right to challenge it.
19. The agency is advised to submit their tender after **physical inspection of the site**, a very detailed assessment/requirement machine/manpower for providing the above services at the Seven wards. However, the tenderer should quote only the **estimated amount (Annex-2)** in respect of all the services covered under this contract and that the rates should not be proposed on the basis of manpower deployed under this contract. No request for alteration in the rates, once quoted will be entertained within the period of contract. Decision of the Executive Officer will be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.
20. Acceptance by the Administrator will be communicated by FAX/ email or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the FAX/email etc.should be acted upon immediately.
21. The contract would be decided as per the rates quoted for Item No.-1 of the financial bid.
22. The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.
23. Failure of the Successful Bidder to comply with the requirements of Clause mentioned in the NIT shall constitute sufficient grounds for the annulment of the Bid, and forfeiture of the EMD. In such an event, Koraput Municipality reserves the right to
  - a. either invite the next lowest Bidder for negotiations.
  - Or**
  - b. take any such measures as may be deemed fit in the sole discretion of Koraput Municipality, including annulment of the bidding process.
24. The payment will be made on presentation of pre-receipted bill (in duplicate) complete in all respects on monthly basis after completion of the month for having rendered the services satisfactorily. For this purpose the Contractor/Agency should obtain certificate from the authorized Officer regarding satisfactory completion of the work.
25. 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 of the work.

26. The agency should maintain a public complain & suggestion register showing daily record of cleaning with remark of inhabitants which may be checked by the Officer-In-Charge of Koraput Municipality to assess the performance of the agency awarded to execute the work.
27. All disputes shall be under the jurisdiction of the court at the place where the headquarter of the authority who has executed the agreement is located.

  
Executive Officer,  
Koraput Municipality.

**ANNEXURE****SCHEDULE OF PAYMENT TO BE MADE BY THE  
CONTRACTOR AND BENEFITS TO BE PROVIDED  
BY THE CONTRACTOR TO THEIR WORKER.**

- (I) The Contractor/Agency shall pay not less than the minimum wages to the Sweeping/Cleaning workers& other workers engaged by him as notified by the Govt. of Odisha from time to time.
- (II) The Contractor shall be liable for making the contribution, in accordance with the provision of EPF Act, 1952 and the Scheme framed there under in respect of the personnel employed by him.
- (III) The contractor will be responsible for covering his worker under the ESI Act,1948 and payment as per Act to be made by the contractor as applicable.
- (IV) The Contractor will be responsible for providing uniform to their workers.
- (V) The contractor will be personally responsible for compliance of all relevant Act, Rules & Regulations as applicable from time to time under labour Act. Further, he/she has to ensure all requirements/formalities/submission of returns required under Contract Labour (R & A) Act, 1970, EPF Act, 1952,ESI Act, 1948, Minimum Wage Act, 1948 and etc.
- (VI) In case of non-compliance, the contract will be terminated without assigning any reason by giving 30 days' notice in writing.

**Seal:****Date:**

**Covering Letter (For Technical)**  
(On the Letter-head of the Agency/ Bidders)

Date:

To

Executive Officer,  
Municipal Council, Koraput.

**Sub:** CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT  
KORAPUT MUNICIPALITY Ward No. XV to XXI.

**Ref:** Your NIT No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

I / We have read all the particulars regarding the information's and other terms and conditions of the contract (NIT) for cleaning, sanitation and waste disposal services at Koraput Municipality and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I to this tender and I/we agree to hold this offer. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

All pages have been added to and form a part of this tender.

Every page so attached with this tender bears my signature and the office seal.

Cost of Tender Paper , EMD & Performance Guarantee drawn in favour of Executive Officer, Koraput Municipality payable at Koraput are enclosed vide No. \_\_\_\_\_  
Dt. \_\_\_\_\_ & No \_\_\_\_\_ Dt. \_\_\_\_\_ & No \_\_\_\_\_  
Dt. \_\_\_\_\_ respectively as required.

Yours faithfully,

**Signature of the Tenderer/Agency**  
**Seal:**

**Date:**

**Anti-Collusion Certificate**

I /We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, I / we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

I / We hereby certify and confirm that in the preparation and submission of our Proposal (NIT), I / 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.

I / 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 the instant Proposal (NIT).

Dated this .....Day of ....., 2021.

.....  
(Name of the Bidder)

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

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

NB:-This should be submitted on the letter head of the Agency.






**Signature of the Tenderer/Agency**

**Seal:**

**Date:**

# **FINANCIAL BID**

(On the Letter-head of the Agency/ Bidders)

To

The Executive Officer,  
Koraput Municipality,  
PO/PS/Dist.-Koraput,  
Odisha,764020.

Dear Sir,

I/We, submit the sealed Price Bid for appointment as Sweeping and Cleaning Contractor at KORAPUT MUNICIPALITY.

I/We thoroughly examined and understood instructions to tenders, terms and condition of contract, given in the NIT and those contained in the different conditions of contract and its annexure and agree to abide by them.

I/We hereby offer to work at our quoted rate for the works mentioned in Annexure-I.

I I/We undertake to take responsibility of statutory liability such as EPF/ ESI /GST etc.

I/We shall be bound by the communication of acceptance of the offer despatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the Municipal Council, Koraput, the offer will remain open for acceptance till the next working day.

I As required no documents are being enclosed with Price Bid. All documents have been enclosed with the technical bid along with earnest money & Performance guarantee. I/We agree to abide by conditions to be imposed by Koraput Municipality.

Yours faithfully,

**Signature of the Tenderer/Agency**

**Seal**

**Date**

## FINANCIAL BID

### SCHEDULE-I

TENDER PAPER							
Details Estimate for Sanitation Work of Koraput Municipality (ward no 15 to 21)							
Sl .No	Description	Quantity	Unit	Rate(R s.)	Day	Estimated Amount (Rs.)	Quoted Rate
<b>1</b>	<b>Road Sweeping and collecting Garbage</b>						
	a. Medium Density road,12Km @1Km/ 1Person/Day	12	Nos.	308	30	1,10,880.00	1,10,880.00
	b. Low Density road, Km32 @2Km/1Person/Day	16	Nos.	308	30	1,47,840.00	1,47,840.00
<b>2</b>	<b>Drain Cleaning by Drain Cleaner Machine</b>						
	a. Total length of Drain=20Km by Drain silt Remover Vechile @ 02 Person/Day	2	Nos.	308	30	18,480.00	18,480.00
<b>3</b>	<b>Cuting of Bushes and Shrubs</b>						
	a. Total length of Road=44 Km@ 2Km/Person/weekly	3	Nos.	308	30	27,720.00	27,720.00
<b>4</b>	<b>Lifting of Garbage (Drain/Household/Maeket/Bus Stand)</b>						
	a.Total 2 nos Tractors per Day						
	i. Driver	2	Nos.	348	30	20,880.00	20,880.00
	ii.Labour	4	Nos.	308	30	36,960.00	36,960.00
	<b>Total</b>	<b>39</b>	Nos.			<b>3,62,760.00</b>	<b>3,62,760.00</b>
<b>5</b>	EPF @ 13%					47,158.80	47,158.80
<b>6</b>	OHC @10%					36,276.00	
<b>7</b>	T & P @ 2%					7,255.20	7,255.20
<b>8</b>	Dress @ 1%					3,627.60	3,627.60
<b>9</b>	<b>Vechile and Machinery Hire Charges</b>						
	a. Hire Charges of Tractor @500/ Day excluding Fuel	2	Nos.	500	30	30,000.00	30,000.00
<b>10</b>	<b>Fuel Charges for Vechile</b>						
	b. Fuel Charges of Tractor 12 Trips X3.5 ltr per trip =21 ltrs	42	Ltr.	85	30	1,07,100.00	1,07,100.00
	<b>Grand Total</b>					<b>5,94,177.60</b>	
						<b>5,94,000.00</b>	

Or Say

**Rupees in Words:**

No Correction  
No Ovrewriting  
No Interpolation

**Signature of the Bidder**

  
Executive Officer,  
Koraput Municipality.

(One item of work only)

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the NIT form.

I/We have carefully read the terms and conditions of the NIT and are agreed to abide by these in letter and spirit.

**NB:** The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.

No. of correction:-

No. of interpolation:

No. of overwriting:

**Signature of the Tenderer/Agency**

**Seal**

**Date**

  
Executive Officer,  
Koraput Municipality.

**CHECK LIST FOR OFFICE USE**

Sl.No	List of documents	Details of document submitted Yes/No	Remarks
1	2	3	4
1	Valid Registration Certificate of applicants organization.		
2	Registered under appropriate authority of the State/Central Govt and must possess valid licenses for providing Manpower Services.		
3	The registered office or one of the branch offices of the Manpower Service Provider should be located within the jurisdiction of the user Koraput duly registered under appropriate authorities i.e. Urban Local Body/DIC/Service Tax/DLO.		
4	Cost of Tender Paper Rs.10,000/- Furnished.		
4	Valid PAN/GIR Card.		
5	Valid Service Tax Regn. Certificate.		
6	Return of GST as on 31.01.2021		
7	Valid and up to date EPF Regn.Certificate.		
8	EPF Electronic Challan Return(ECR) for 100 Nos.& remittance confirmation slip for the month of Nov,2020, Dec,2020 & Jan,2021		
9	Valid labour license for 100 Nos.under contract labour (Regulation and abolition) Act, 1970.		
10	Valid ESI Regn. Certificate.		
12	ESI return as on March,2017 for 100 Nos.& e-challan of ESI for the month of Nov,2020, Dec,2020 & Jan,2021		
12	IT return filed for the assessment year 2018-19,2019-20 & 2020-21.		
13	Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2018-19,2019-20 & 2020-21.		
14	Ownership documents of tractors/ Mini trucks/ Trucks or agreement of hire vehicles.		
15	Undertaking to provide the extra vehicles as per requirement by Koraput Municipality to carry out the work smoothly.		
16	EMD Furnished.		

17	Performance Guarantee Furnished.		
18	Solvency certificate of Rs. 10,00,000/- furnished .		
19	Anti Collision certificate furnished.		
20	Covering letter of Technical Bid .		
18	Affidavit mentioning that he/she/firm/Company etc is not black listed by any Govt. Organization/undertaking or that no Criminal or Vigilance Case is pending		
19	Copy of ISO regd Certificate.		
20	Copy of NSIC/MSME regd Certificate.		

**To be filled up by the tendering agency**

Total no of corrections:-

Total no of Over writing:-

Total no of Interpolation:-

Name of the Agency: -

Correspondence address of the Agency: -

Tel./Fax No:-

Mobile No:-

e-mail id:-

(Signature of the bidder)

  
Executive Officer,  
Koraput Municipality.

**TENDER FOR SERVICE CONTRACT FOR CLEANING,SANITATION AND WASTE DISPOSAL SERVICES AT KORAPUT MUNICIPAL COUNCIL , KORAPUT**

Full Name & Address of the Tenderer in  
Telephone No. :  
FAX/Cellular No.:  
E-Mail address:

To

The Executive Officer,  
Koraput Municipality.

Sir,

. I / We have read all the particulars regarding the information's and other terms and conditions of the contract (NIT) for cleaning, sanitation and waste disposal services at Koraput Municipality and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I to this tender and I/we agree to hold this offer . I/We shall be bound by a communication acceptance dispatched within the prescribed time.

I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

All pages have been added to and form a part of this tender.

Every page so attached with this tender bears my signature and the office seal.

Cost of Tender Paper & EMD drawn in favour of Executive Officer, Koraput Municipality payable at Koraput are enclosed vide No.\_\_\_\_\_ Dt.\_\_\_\_\_ & No\_\_\_\_\_ Dt.\_\_\_\_\_ respectively as required.

Yours faithfully,

**Signature & Seal of the Tenderer**

**Dated :**

Witness \_\_\_\_\_

Telephone No. Office

Address \_\_\_\_\_

Resi.

Occupation \_\_\_\_\_

Mobile

Signature of witness to contractor's signature.

**Name,Address& Signature of Witness :**