

KORAPUT MUNICIPALITY

**TENDER PAPER**

**(TECHNICAL BID)**

*FOR*

*CLEANING AND SANITATION WORK*

*of*

WARD NO -1 to 14)

( Koraput )



### Crucial Details of Tender Call Notice

Name of the work	:	<b>CLEANING AND SANITATION WORK Of WARD NO -1 to 14)( Koraput</b>
E.M.D	:	1% of the total quoted value for Two year in shape of Bank Draft.
Bank Guarantee	:	30.00 (Rupees Thirty Lakhs) in favor of Executive Officer Koraput Municipality.
AGENCY	:	As per eligibility criteria
Period of contract	:	Two Year
Cost of Tender document	:	Rs. 10,000.00
Period of Down load of Tender document	:	Dt. 06.05.2026 to 26.05.2026 upto 5.00 PM
Last Date for receipt of Filled in Tender document	:	Dt. 26,.05.,2026 up to 5.00 P.M.
Place &Date of Opening of Technical bid	:	Office of the Executive Officer, Koraput Municipality Dt 28.05.2026 at 11.00 A.M.
Place & date of opening of Financial Bid of eligible Tenders	:	Koraput Municipality Dt.04..06.2026 at 11.00 AM.
Officer invited the Tender	:	Executive Officer on behalf of Koraput Municipal Council, Koraput.
Likely date for commencement of deployment of required manpower	:	Dt.01/08/2026

# MUNICIPAL COUNCIL: KORAPUT

L.No: 2023

## TENDER CALL NOTICE


Date: 05/05/2026

Sealed tenders, hereby invited from intending Firms/Outsourcing Agencies for sanitation Work of Koraput Municipality for a period of 02(Two )Years i.e from 1<sup>st</sup> August 2026 to 31<sup>st</sup> July 2028

Sl.No	Name of the Work	Estimated Cost(Rs) Per Month	EMD(RS.)	Paper cost(Rs.)	Bank Guarantee
01	SANITATION work of (Door to Door Collection, Bush Cutting, Street Sweeping & Cleaning of Drain from Ward No-01 to Ward No -14 )	30,99,265/-	1% of quoted value for 02 years	10,000/-(Non Refundable )	30.00 Lakh

The Tender papers along with DTCN will be available in the official Website i.e [www.koraputmunicipality.in](http://www.koraputmunicipality.in) from dated 06.05.2026 to 26.05.2026 at 5.00P.M .The tender paper should reach to the undersigned on or before 5.00P.M of date 26.05.2026 .The paper cost ,EMD, Bank Guarantee and other documents must be reached through Registered post/Speed post on or before 5.00 P.M of dated 26.05.2026.The cost of tender paper is Non –refundable .Any tender received after the specified date shall be rejected. The Technical tender paper will be opened in presence of the tenderers or their authorized representatives on dated 28.05.2026 at 11.00 A.M and Financial bid will be opened on 04.06.2026 at 11.00A.M of the bidder who have qualified in the technical bid in the office of the undersigned.

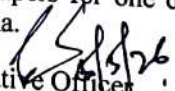
1. Mere procurement of tender document does not guarantee fulfilment of the eligibility criteria.
2. Name of the purchaser at the time of procurement of Tender Document should not be disclosed. No Koraput Municipality money receipt shall be given indicating the name of the purchaser at the time of purchase of Tender document.
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 of reject all Proposal, at time without or any obligation for such rejection or annulment, without assigning any reasons thereof.
4. Tender documents should be indexed with detail contents with page number alongwith Check list.

  
Executive Officer,  
Koraput Municipality

Memo No. 2024 /2026

Date: 05/05/2026


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 two daily Odia & one English widely circulated Newspapers 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. 2025 /2026

Date: 05/05/2026

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

  
Executive Officer,  
Koraput Municipality

Memo No. 2026 /2026

Date: 05/05/2026

Copy submitted to Additional District Magistrate, Koraput/Sub-Collector, Koraput/ P.D, DRDA, Koraput /P.D.DUDA.,Koraput /Block development Officer, Koraput/Executive Engineer P.H. Division Koraput/ Executive Engineer R&B Division Koraput/Tahasildar Koraput/DIPRO ,Koraput for favour of information with a request to publish the notice in their Notice Board for wide publicity

  
Executive Officer,  
Koraput Municipality

Memo No. 2027 /2026

Date: 05/05/2026

Copy submitted to the Project Director, DRDA, Koraput/Project Director, DUDA, Koraput/Deputy Director DPMU, Koraput/All Tender committee members for kind information & necessary action.

  
Executive Officer,  
Koraput Municipality

Memo No. 2028 /2026

Date: 05/05/2026

Copy to the Municipal Engineer/Sanitation Expert/Sanitary Inspector, Koraput Municipality for information & necessary action

  
Executive Officer,  
Koraput Municipality

## ANNEXTURE-I

Sl.No	Ward No.	KORAPUT MUNICIPALITY AREA
1	1	Jagannath Temple & its Staff Quarter, Attithi Bhabawan, Bhandi Sahi, Kumbhar Sahi, Block Office to Saraswati Sisu Mandir, N.A.C. Staff Quarter, Bank Colony, Biswamitra Nagar, Block Colony, Dadhichilane & Weavers Colony
2	2	Sri Ram Mandir, Telephone Quarter, Govt. Girls High School, Vigyan International Science College, Biswal Colony, Shanti Nagar to Pujariput, Public School, District Head Quarter Hospital, Doctors Quarter to Back side of Govt. Girls High School.
3	3	Bipin Bithika, Both side of S.P. Residence to Yatri Nivas, Telephone Quarter, Fire Station, Housing Board Colony, Kendriya Vidyalaya, Telephone Bhawan, T.V. Centre
4	4	Blind School, DNK Guest House, Nisanimunda area, Dhepa Sahi, Police Officer's Club, Podaline (both side) up to Gyan Mandir, Paraja Sahi to Urdu School
5	5	Amala Kutir Road, Bus-stand, Puchila Sahi, Dhobi Sahi, Both side of Post Office Road, Dist. Treasury, Gandhi Park up to Cinema Hall
6	6	Both side of NH to Roshan Petrol Pump (From Daily Market, I.J. Road, PWD Colony, GED Colony, RTO Colony, Circuit House, Govt. High School, RTO Office, Batamangala Temple, Soil Conservation area)
7	7	Work Street UP School, Vivekananda School, Medical Staff Quarter to D.F.O. Resident, GED Office, Hatapada, Forest Range Office to PHD Store.
8	8	Conservator of Forest, Court Line, Police Reserve Line including Police Officer's Quarter, Police ME & UP School, Trinath Mandir Line up to Mutyaluma Chhaka, Bhoodan Colony, (Right side houses of Borigumma Road), PHD Colony, Irrigation Colony up to Vikash Vidyalaya & Khal Sahi
9	9	Ratha Sharma Colony U.P. School, Tikira Sahi up to Railway Line, Ratha Sharma Colony, Veterinary Colony & Office, Goponagar to Rayagada Railway Over Bridge
10	10	Gundicha Chhaka, Nalachuan, Indira Awas Colony, Teacher's Colony, Sarbodaya Samiti to Burial Ground, Forest Colony, Forest Office, B.Ed. College, Housing Board Colony & up to Railway Over Bridge.
11	11	Town Planning Shopping Complex, Sai Baba Temple to Jagannath Temple Chhaka, Amin Line, Telephone Bhawan, Officer's Quarter, UKP Colony, SBI, LIC, PHD Office to Executive Engineer (R&B) Residency.
12	12	Barik Colony, Mali Sahi, Goutam Nagar
13	13	Police Parade Ground to DSWO Office, Jail Line, Hospital, Hati Line, Blood Bank (Old), Collector's Residence, Mining Colony, LIC Colony, Puruna Koraput up to Bark's house.
14	14	SDO Office Chhaka to DIG Office, Mission Compound, Revenue Colony, A.D.M's Residence to Railway Over Bridge over N.H.

  
Executive Officer,  
Koraput Municipality.  
Koraput Municipality

# SCOPE OF WORK

## **1. Scope of Work :**

The objective of this contract is to ensure an effective and efficient solid waste management within Koraput Municipality Area in accordance with Solid Waste Management Rules—2016.

1. Deployment of resources (Vehicles, labourers etc) as per field requirements and complying to the design standards.
2. MSW collection, segregation and transportation.
3. Collection, cleaning and transportation of solid waste.

### **1. DEPLOYMENT OF RESOURCES**

The scope of work under this item shall include

- The Agency shall deploy adequate number of equipment's, vehicles, Tools & Tackles, workshops, manpower (workers, drivers, helpers, supervisors and managers),
  - The hardware deployed should be maintained properly including stocking adequate inventory & spares and should be replaced immediately based on requirement for continuance of hassle free service in the most efficient manner.
  - All deployment has to be justified through proper calculations based on the field requirement, and shall be consulted with the Municipality Authority. Consultation or approval by the Municipality Authority does not exempt the service provider from his responsibility to achieve the required service performance standards and desired outputs. The deployment can subsequently be increased during operation to achieve the desired output.
  - The bins which will be provided by Municipality are to be placed properly, so that they are accessible to the users, easy to operate, easy to transport, not exposed to atmosphere, aesthetically acceptable and user friendly.
  - The damaged hardware other than bins shall have to be repaired /replaced immediately.
- 2. MSW COLLECTION, SEGREGATION AND TRANSPORTATION.**

The scope of work under this item shall include.

- Wastes generated from Road sweeping & Drain cleaning shall have to be collected separately (Wet & Dry) for transportation to the MCC/MRF/Designated land filled site on daily basis.
- Evening/Night Cleaning should be made in the marketable area, Bus stand/Public places and main road area which is a mandatory condition in the sanitation work.
- Cleaning collection and transportation of the Marketable area shall be made from 6.00 A.M. to 11.00 A.M. and also in the evening dumped garbage should not be dump at road side at any moment.
- Biodegradable and non-biodegradable solid waste should be separately collected and transported.
- The services of all lane to lane collection and transportation of waste shall be provided on all days of the week, irrespective of any National Holidays, Festivals or local holiday.
- Collection and transportation of all types of MSW shall be made by means of Wheel Barrow, Tricycle, LCV & Tractors regularly.
- The C & D waste & other waste like dead animal will be collected and Transported to the designated place / land fill side.
- In case of any special occasion & emergent nature of the cleaning work must be carried out by existing sanitation worker.
- **Sweeping :-** Sweeping of all roads / lanes of entire wards market place , bus stand & other public places are to be made daily . The solid waste / garbage generated by sweeping should be collected & transported to the MCC / MRF in segregated manner .
  - a. All major roads , markets / bus stands and public places etc. sweeping time from 5.00 A.M to 10.00 A.M & 07.00 P.M to 10.00 P.M .
  - b. Minor roads lanes , streets etc sweeping time from 5.00 A.M to 10.00 A.M

**Drain cleaning:-** The removal of drainage garbage i.e di-siltation , polyethene , paper , foregone materials and other floating materials to avoid chocking of drain . The removed garbage should be transported in a segregated manner to the MCC / MRF , land filled site of the Koraput Municipality .

- a. All the road side drains should be cleaned on every day.
- b. All the major drains should be cleaned on every 10days intervals and as when required .
- c. All the natural drains should be de-silted from the month of April to June of every year on or before rainy session .

**Uprooting of bushes :-** The uprooting of bushes and shrubs from road side berm and conservancy lane . The removed garbage should be transported in a segregated manner to the MCC / MRF / Land fill site of the Koraput Municipality .

- a. All the road site berm & conservancy lanes should be cleaned on every 20 days interval & as when required .

**Disinfectant :-**

- a. The bleaching powder , phenyl , mosquito oil should be spread properly in drains & roads .
- b. The municipal solid waste generated from the various sources are to be transferred to the MCC / MRF / land fill site. The secondary dump yard is not to be created .
- c. The agency should be given an early action for the programme like VIP visit / Floor situation / Govt. programmes and other district level programmes .

- If light commercial vehicle/Tricycle/other sanitary equipment's will be supplied by the Municipality then the proportionate cost will be deducted from the monthly bill of agency.
- The agency should have vehicles (Tractors, Tata ACE/Pickup Van or Mahindra Pickup) with separate bins for transportation of wet & dry waste.
- The tractors for transportation of segregated waste (Wet & Dry) should have closed trolleys marked dry & wet waste separately.

**3. COLLECTION, CLEANING AND TRANSPORTATION OF SOLID WASTE.**

The scope of work under this item shall include.

- Door to door collection
- LCV to be provided by the agency with preinstalled waste bins for segregated collection from households.
- All waste collected should be micro segregated
- All segregated dry waste to be transported to MRF designated.
- Only debris & silt & inert from drain to be transported to landfill areas.
- Separate vehicle to carry inert & silt to be designated.
- In no case no segregated waste to be dumped in the municipality area.
- Specific manpower to be assigned for segregation of dry waste collected from road and drains.
- Designated LCVs to carry general dry waste from the municipality are to the MRF.
- Sweeping of all main roads, narrow roads, lanes and by-lanes within the Municipality area shall be taken up manually.
- Street sweeping and collection from all type of roads on daily basis within the Municipality area.
- The cleaning of all the drains (including de-silting), conservancy should be done on daily basis and bush uprooting , weeds & other activities pertaining to sanitation within the service area once every week.
- Solid Wastes generated by sweeping, drain cleaning (excluding silts), conservancy cleaning, bush uprooting , de-weeding, and other sanitation activities are to be transferred to the MCC/MRFC/Designated landfill site in a safe and covered container on daily basis.
- Waste generated from drain de-silting (mud & sand) should not be mixed with MSW and shall have to be transported separately. On instruction from the Municipality Authority, these wastes have to be transferred to land fill site identified by the Municipality within the service area.
- On deposit of user's fee at Municipality the Construction and Demolition waste to be lifted from the site and transported and disposed at C&D disposal site as per site selection .
- On deposit of user's fee at Koraput Municipality solid waste will be collected for different marriage venue and shifted to MCC/MRF/Designated place .

**4. SERVICE DELIVERY COMPLIANCE.**

- The clearing schedule of the Waste should ensure that MSW is cleared at least once in 24 hours.
- The Agency will ensure that the area around the Municipality is kept clean at all the times.
- The MSW shall not be disposed of/dumped in any area other than specified Place such as MCC/MRF land fill site will be termed as deficiency of service and such repeated acts may lead to termination of contract.
- Ensure safe transportation of the collected Municipal Solid Waste in covered container to the designated place at transfer station.
- Dry Municipal Solid Wastes like leaves, paper etc. shall not be burnt.


- The ground at the place where the vehicles stop for loading shall be cleaned and disinfected with an approved disinfectant.
- The Agency should ensure adequate safety for all manpower deployed including required insurance facility.
- The man power deployed by the agency shall have to wear uniform/apron/PPE / gloves / shoes / helmet during working hours bearing the logo of Koraput Municipal Council .
- Minimum First –Aid facilities to be provided to the sanitation workers.
- The agency will provide Identity Card to each and every engaged labour.

  
**Executive Officer,**  
**Koraput Municipality.**  
Executive Officer  
Koraput Municipality

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

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

1. Credibility and experience certificate issued from the concerned Authority /Employer of a Govt./ULB/PSU of last 03 (Three) years i.e (2022-23 to 2024-25) under whom the work is done for performing the similar nature of work i.e. Sweeping of streets, cleaning of drains, transporting of MSW in segregated manner .
2. Average annual financial turnover for similar nature of work to the tune of Rs.3 crore ( Three crore) during last three financial years & its audit report audited by CA.
3. The bidder shall submit Valid Registration Certificate and the registration certificate must be issued from Odisha .
4. PAN Card.
5. Valid & up to date last 03 months ESI Challan carries 200 nos of employees.
6. GST Registration certificate.
7. Valid labour license under contract labour (Regulation and Abolition) Act, 1970 for 200 nos.
8. EPF electronic challan returned (ECR) for 200 labours and remittance conformation slips ( latest of last 3 months).contract labour license above 200 nos labour count in combined labour license.
9. Organization must be having their ISO registration certificate & MSME Registration Certificate and photo copies of both are attached in bid documents, It should be submit with technical bid. otherwise the bid not considerable at any cost.
10. Audited financial statement (balance sheet, profit & loss account) audited by not below rank of chartered accountant for the financial year 2022-23, 2023-24 and 2024-25 and the average turn over for the last 3years should not be less than 3.00 cores.
11. The bidders shall deposit 01 % EMD on quoted value for 02 years (Through DD pledged in favour of Executive Officer, Koraput Municipality) which is to be enclosed in the technical bid.
12. The bidders shall deposit the Bank Guarantee in shape of Demand Draft to the tune of Rs.30.00 lakhs pledge in favour of Executive Officer, Koraput Municipality and same may be submit with technical bid .
13. The bidder must have enclosed the documents relating to ownership of vehicles or agreement with the owners in case of hiring vehicles.
14. An undertaking to provide the extra vehicles as per requirement by Koraput Municipality to carry out the work smoothly and payment will be made as per rate in force .
15. The successful bidders shall execute an agreement with the Koraput Municipality within 15 days from the date of receipt of letter or acceptance from Koraput Municipality. The EMD and bank guarantee which will be kept as security deposit till completion of time period (At the time of refund no bank interest will be paid) . The EMD and Bank Guarantee of the unsuccessful tenders shall be refunded back on application only after finalization of the tender process. In case the successful bidder subject to fail to execute agreement in time, the EMD will be forfeited by the undersigned . As per DTCN shall be followed in the agreement.
16. An affidavit mentioning that the/she/firm/Company etc is not black listed by any Govt. Organization/ undertaking or that no Criminal or Vigilance Case is pending., failing which the bid should be rejected.
17. If any revoke orders regarding black list/criminal case/vigilance case may be submitted with the technical bid.
18. If any bidder is having any negative or unsatisfactory record found in future regarding providing services to any ULB. /Govt./ Private organization, then the bidder shall be disqualified.

  
Executive Officer,  
Koraput Municipality.  
Executive Officer  
Koraput Municipality

## **General Terms and Conditions**

01. The bidders are required to inspect and assess the entire geographical area as per annexure-I of and quote their rates of the Labour charges for sweeping, bush up-rooting , drain cleaning, collection wastes , segregation of wastes including lifting of MSW and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by Koraput Municipality. The cost of documentation like taking of photograph etc will be borne by the agency.
02. 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..
03. The bid is meant for carrying out the work for a period of two years, 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.
04. 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.
05. Conditional and incomplete bid is liable for rejection.
06. Letter of authorization for representing the registered firm/entrepreneur/Private company/NGOs / Contractor and to sign the bid document should be enclosed along with the bid document.
07. Bids containing overwriting, additions, alternation, erasures, obliteration and other discrepancies should be properly attested all corrections made by them. Bidder quoted rate is in whole rupees only
08. The bidders shall self-attested every page of the tender documents .
09. The Bidders should quote rates both in figures and in words, wherever there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
10. 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 as per decision taken by the tender committee .


  
**Executive Officer,**  
**Koraput Municipality.**  
**Koraput Municipality**

## INSTRUCTION & CONDITION TO BIDDERS

1. The bidders are requested to examine the instructions/terms and conditions and specifications given in the tender document carefully before filling up the Tender document and rate should be quoted accordingly.
2. One centrally located office within the Koraput Municipality area along with separate complains register for each ward will be provided by the Tenderers.
3. The trolley of the transportation vehicles should be covered with net so that loaded garbage does not fall in the street and not create any nuisance.
4. The validity of the tender is meant for carrying out the work during the mentioned period of contract only. However, in case of failure to obey the instructions of the authority for due fulfillment of conditions of the agreement and for non-performance of work during the contract period, the agreement will be rescinded without any compensation.
  
6. Lowest bidder will be awarded the contract ,if two bidder. Or multiple bidder quoted same price, then highest mark score in technical bid shall be awarded the contract.
7. 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.
8. Quoting abnormal low workable rate or abnormal higher workable rate will be liable for rejection of the Tender document by the Tender accepting authority.
  
17. The Tenderer should arrange at his own cost necessary equipment's, vehicles, machineries tools and plants etc. required for the efficient execution of the work and the rates quoted should be inclusive of the running charges of such plant and cost of consumables.
18. The Authority can add more terms and conditions if found suitable subsequently in the agreement and the selected tenderer can't made any objection.
19. The agency shall have to establish a registered office in jurisdiction of the Koraput Municipality for monitoring of day to day sanitation activities.
20. The work shall be awarded for 2 years subject to satisfactory performance.
21. The agency shall pay not less than the minimum wages to the workers engaged for the sanitation work notified by the current labour rate of Govt. of Odisha from time to time. The differential amount should be borne by the Municipality.
22. The agency shall be liable for making the contribution of EPF for each labours / worker engaged in sanitation work as per the provision of the EPF Act-1952.
23. The agency will be personally held responsible for compliance of all relevant act, rules & regulation as applicable from time to time under labour act .
24. The agency shall engage the minimum 156 nos of labours for sweeping and cleaning of drains , cutting of bushes , Loading & unloading , Collection and transportation of MSW and segregation of waste etc .
  
26. The bidder must have in the jurisdiction in Odisha state.
  
27. The authority reserves the right to cancel one or all the tenders at any time and any stage without assigning any reason thereof.
  
28. The evaluation will be based on the service charges on the manpower component quoted by the bidder ( Not less than 3.85%)
29. The bidder shall submit Pre-qualification, Technical qualification proposal and financial bid in the format specified in Annexure and accordance with this tender.
30. The financial qualified bidder will be giving their presentation on similar nature of work at Municipality Meeting Hall as required /applicable.

Signature of the Tenderer

Name of the Bidder :-

  
Executive Officer  
Koraput Municipality  
Koraput Municipality

## Criteria For valuation

### Evaluation of Technical Proposals

The tender committee shall evaluate proposals. In the first stage, the technical proposal will be assessed based on the bidder's fulfilment of the Eligibility Criteria. Only those bidders whose Technical Proposals fulfil the eligibility criteria shall qualify for further detailed technical evaluation and awards of marks based on the following criteria:

Sl No	Evaluation Parameters	Total Marks	Marking criteria
1	Years of Experience in handling MSW in Municipal Corporation/ Municipal Council Area (to be determined from work order/agreement copies/Experience certificate & continuing work experience in same ULB)	20	<ul style="list-style-type: none"><li>• Upto 3years: 10 marks</li><li>• &gt;3 years to less than 4 years: 15Marks</li><li>• &gt;4 years to 5 years: 20marks</li></ul>
2	Experience in handling ULBs with strength of sweepers in single work order/agreement (determine from agreement, contract labour license both).	20	<ul style="list-style-type: none"><li>• Less than 100: 5 marks</li><li>• <math>\geq 100 &lt; 150</math>: 15 marks</li><li>• <math>&gt;150 &lt; 200</math>: 20marks</li></ul>
3	Manpower Strength of organization (to be determined from EPF ESIC deposit slip, challan & ECR copy)	15	<ul style="list-style-type: none"><li>• 100 to 200: 05 Marks</li><li>• 200 to 300: 10 marks</li><li>• <math>&gt;300</math>: 15</li></ul>
4	Annual Average Turnover (2022-23, 2023-24, 2024-25)	15	<ul style="list-style-type: none"><li>• 3 Cr: 10 marks</li><li>• <math>&gt;3Cr</math> : 15 marks</li></ul>
5	Valid ISO certification	15	<ul style="list-style-type: none"><li>• ISO 9001: 5 marks</li><li>• ISO 14001: 5 marks</li><li>• ISO 45001: 5 marks</li></ul>
6	Contract Labour License	5	<ul style="list-style-type: none"><li>• 100 to 150 : 1 marks</li><li>• 151 to 200 : 2 marks</li><li>• 201 to 300 : 3 marks</li><li>• 301 &amp; above: 5 marks</li></ul>
	<b>Total</b>	<b>90</b>	
	Work plan Presentation	10	When the financial bids are same or one or more firms, preference will be given to the bidder securing highest mark in the technical evaluation. In case, financial bid and marks in the technical evaluation are same, then preference will be given to the firm on work plan presentation as per the decision of the committee


### **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 authorized representatives.
- 3) Technical Bid will be opened first. Bidders securing 80% or more marks in the technical evaluation will be termed as qualified bidders.
- 4) Only bidders who qualify in the technical evaluation will be considered as eligible for participating in the financial bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in technical evaluation will not be opened
- 5) As per the Finance Department, Government of Odisha Circular No. 19595/F dated 11/07/2023, bidders can quote a service charge of a minimum of 3.85% and a maximum of 7%. Bidders quoting a service charge of less than 3.85% or more than 7% will be rejected.
- 6) Evaluation committee will evaluate the technical & Financial Bid and submit their reports to the competent authority
- 7) If the financial bids are same or one or more firms, preference will be given to the bidder securing highest mark in the technical evaluation. In case, financial bid and marks in the technical evaluation are same, then preference will be given to the firm on of work plan presentation

#### **Right to Accept or Reject any or all Bids:**

Notwithstanding any of the provisions above, the Employer reserves the right to accept or reject any bid, annul the bidding process, reject all bids at any time or any stage prior to the award of contract without thereby incurring any liability on the employer.

**Signature Of Bidder**

  
Executive Officer  
Koraput Municipality  
Koraput Municipality

## Engagement of Labour

1. The Service Provider shall not be employing any minors as labour for Sanitation work.
2. The Executive Officer shall have the right to enquire and to decide any complaint alleging that the wages paid by the Tenderer to any labour for the work done by such labourer is less than the wages paid for similar work to the neighborhood or fixed by the Government from time to time.
3. The Officer-in-charge of the work shall have the right to decide whether any labourer employed by the Tenderer is below the age of twelve years and to refuse to allow any labourer whom he decides to be below the age of twelve years to be employed by the Tenderer.
4. In case of any complaint by the labourer engaged by the Tenderer for the work about non-payment or less payment of wages as per the latest minimum wages Act. The Executive Officer will have the right to investigate and if the Tenderer is found to be in default, he may recover such amount from the Tenderer and pay such amount to the labourers directly under information to the local Labour Officer of the Govt. The decision of the Executive Officer is final and binding on the Tenderer.
5. The selected Tenderer must abide by the Act & Rules of Labour Laws applicable to the establishments in engagement for execution of Sanitation Work.

  
Executive Officer  
Koraput Municipality  
Koraput Municipality

Signature of the Bidder.

## OTHER TERMS AND CONDITIONS

1. The vehicles for transportation of solid wastes must be in good Running condition.
2. The drivers of the vehicles must have valid driving license.
3. The executing agency shall bear the cost of fuel, lubricants, repair and maintenance of the vehicle as well as salary and wages of the drivers and staff engaged in the vehicle.
4. The labour required for loading, unloading, collection and transportation etc. shall be provided by the executing agency.
5. In case the agency does not comply to the instruction of Koraput Municipality, Municipality may engage any other agency for removal of such solid wastes which has not been collected by the executing agency and in such a case, the cost of collection and removal through the other agency shall be recovered from the bills of the original executing agency.
6. The transportation of garbage will be done with due care and the transporting vehicle shall be covered as per norms specified by the pollution control board.
7. The agency has to maintain a register clearly indicating numbers of trips made with vehicles number, time of loading and unloading of arrival and departure as per the direction of office-in-charge of municipality and register may be subject to verifications at any time by any authorized officer of the Municipality.
8. The bills shall be paid by the municipality on monthly basis as per agreement executed in between.
9. Municipality shall have the right to add /delete any condition to/from the agreement as and when required for smooth management for the sanitation service on mutual discussion.
10. The waste collectors engaged by the executants shall be collecting solid wastes from various households on daily basis on particular fixed timings area-wise as may be finalized by the executants in consultation with the officer-in-charge of the Municipality.
11. The Agency shall furnish a detailed list of manpower (sweepers, drivers etc) employed in the SWM operations after getting the work order. If there is any change of manpower details during the contract period, then the Agency shall update the Municipal Authority.
12. As per Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, no person shall be involved in cleaning of drain or any other SWM operations without proper safety gears. Hence, the Agency shall be held fully responsible if he/she violates this Act. The Agency shall provide adequate personal protective equipment (PPE) to all its employees who are employed in SWM operations.
13. In case of any dispute arising out of the contract, the matter shall be referred to the Collector-cum-District Magistrate, koraput.. Whose decision shall be final and binding to the parties.
15. The agency shall indemnify the Koraput Municipality against any claim, losses, damages concerning to workers/employees during the contract period.
12. The agency should be lifted moving cows and dogs on the municipality by the cow catcher /dog catcher vehicles.
13. Night sweeping is to be done regularly in the identify areas of the municipality.
14. The agency has to train the staff for well behaviour to public.
15. The service required in early with care like VIP visit, flood situation Government programs etc.
16. The labour engaged by the agency should not participate any strike ,lockout, hartal of any kind in any circumstances. Disobeying which the authority has the right to terminate the agreement with Service Provider without prior notice/information.

Signature of the Bidder.



## Submission & Opening of tender.

The Tenders shall be prepared and submitted separately in sealed envelopes in two parts. Viz, Part-I & Part-II clearly indicating on the covers **PART-I (Technical bid should contain all relevant documents/papers of tender including cost of Tender Paper, EMD, Bank Guarentee , Experience Certificate, PAN Card, GST Registration certificate , Labour License, Valid EPF Challan ) & Part-II (Financial bid)**. The cover shall be super scribed "Tender for the work "Cleaning and sanitation work in Ward No.01 to 14" and addressed to the Executive Officer, Koraput Municipality. The envelope containing the technical bid and financial bid should also super scribed accordingly. The full name, postal address, e-mail address and telephone number / cell number of the tenders shall be written on the bottom left corner of the sealed envelope. The financial bid of those will be opened who will qualify in the technical bid.

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

  
Executive Officer,  
Koraput Municipality.  
(Koraput Municipality)

Signature of the Bidder.



Covering Letter (For Technical)

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

To

Executive Officer,  
Municipal Council, Koraput.

Sub - CONTRACT FOR CLEANING SANITATION AND WASH DISPOSSE SERVICES  
AT KORAPUT MUNICIPALITY Ward No. I to XIV.

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-1 to this tender and I / we agree to hold this offer. I / We shall be bound by a communication acknowledgment 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 & Performance Guarantee drawn in favor 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 :

Signature of the Tenderer / Agency

Signature of the Bidder.



Sl no	Name of client, Address, Telephone & fax No.	Man power service provided		Amount of contract (Rs in lakhs)	Duration of contract	
		Type of Manpower provided	No		From	To

Signature of the Tenderer / Agency,

Seal :

Date :

Signature of the Bidder.

## CHECK LIST

Sl. No	List of documents	Details of document	Should be left blank for office use only
1	2	3	4
1	Certificate of Registered Firm /Entrepreneur /N.G.O./Private Company/ Contractor		
2	PAN Card / The bidder shall submit the hard copy and soft copy in pen drive.		
3	GST Registration certificate		
4	Valid Labour license under contract labour (Regulation and abolition) Act,1970 for 200nos.		
5	Undertaking to provide the extra vehicles as per requirement by Koraput Municipality to carry out the work smoothly.		
6	Credibility and experience certificate issued from the concerned Authority/Employer of a Govt./ULB/PSU of repute last Three years under same the work is done for performing the similar nature of work i.e sweeping of streets. Cleaning of drains, transportation of MSW in segregated manner.		
7	Average annual financial turn over to the tune of Rs.3Crore (Rupees Three Crore) of work during last three financial year and its audit report audited by C.A.		
8	Valid & Up-to-date last three-month ESI and Challans caries 200 Nos. of staff.		
9	EPF electronic challan returned (ECR) for 200 labours and remittance conformation slip of latest last 3 months		
10	Organization having their ISO and MSME registration certificate ( Both should be submit)		
11	The bidder shall deposit the EMD and Bank Guarantee in shape of DD to the tune of Rs.30 Lakhs and pledge in Favor of Executive Officer, Koraput Municipality . The same may be submit same with the tender paper .(Technical bid).		
12	Audited financial statement (balance sheet, profit & loss account) audited by not below rank of chartered accountant for the financial year 2022-23, 2023-24 ,2024-25 and the average turn over for the last 3years should not be less than 3.00 cores.		
13	Paper cost should be submitted along with technical bid.		
14	Affidavit regarding blacklisting/criminal case/vigilance case		

i) Total no of corrections:-

ii) Total no of Over writing:-

Signature of the Bidder.



iii) Total no of Interpolation:-

(Full signature of bidder)

Name of Agency:-

Address of the Agency:-

Contact No:-

Land Line No:-

Mobile No:

  
Executive Officer,  
Koraput Municipality.  
Executive Office  
Koraput Municipality

Signature of the Bidder.

## FINANCIAL BID

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

To

The Executive Officer,  
Koraput. Municipality  
PO / PS / Dist. koraput, Odisha, PIN 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 / We undertake to take responsibility of statutory liability such as EPF / GST etc.

I / We shall be bound by the communication of acceptance of the offer dispatched 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 picture 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

Signature of the Tenderer / Agency

Signature of the Bidder.



# MUNICIPAL COUNCIL: KORAPUT

## **PART-II**

### FINANCIAL BID DOCUMENT

(To be enveloped in separate sealed over)

NAME OF WORK:

Cleaning and sanitation work inward No. 01 to 14

, Koraput )

Municipal Council :Koraput

Signature of the Bidder.



# FINANCIAL BID FORM

, Koraput

(No documents should be enclosed in this Bid Form)

Detail Monthly Estimate for the Work:- Privatization of Sanitation Work including collection of Solid waste sweeping, Drain Cleaning Bush uprooting and segregation of Dry & wet waste separately in w.n 1 to 14 of Koraput Municipality

Sl No	Details	Unit	Qty	Estimated Rate	Total Amount Without Taxes	To be quoted by bidders
1	Sanitation Workers (unskilled)	Nos	116	462	16,07,760.00	16,07,760.00
2	Driver required for Tractor (Skilled)	Nos	5	562	84,300.00	84,300.00
3	Driver required for LCV (Skilled)	Nos	10	562	1,68,600.00	1,68,600.00
4	Supervisor (Semi-Skilled)	Nos	5	512	76,800.00	76,800.00
5	Loader for Tractor (10=2*5),LCV (10=10*1) and	Nos	20	462	2,77,200.00	2,77,200.00
6	<b>Wages Sub total</b>	1		LS	<b>22,14,660.00</b>	<b>22,14,660.00</b>
7	EPF (13%)	1	LS	2,87,905.80	2,87,905.80	2,87,905.80
8	ESIC (3.25%)	1	LS	71,976.45	71,976.45	71,976.45
9	<b>Labour Sub Total</b>	1	LS	<b>3,59,882.25</b>	<b>3,59,882.25</b>	<b>3,59,882.25</b>
10	Rent for tractor	per day	5	500	75,000.00	75,000.00
11	Rent for LCV	per day	10	400	1,20,000.00	1,20,000.00
12	Rent for loader machine	per day	1	700	21,000.00	21,000.00
13	Fuel for LCV 20 trips x 1ltrs = 20ltrs	per day	20	103	61,800.00	61,800.00
14	Fuel charges for Tractor 10 trips x 2.5 ltr =25 ltrs	per day	25	93	69,750.00	69,750.00
15	T & P (bamboo sticks, baskets, coconut broom, gloves, shoes, uniform fluorescent jacket, helmet etc except bleaching, phenyl mosquito oil etc when required (1% of Wages sub total)				22,146.60	22,146.00
16	<b>Service Charges on Wages</b>	1	LS	<b>1,55,026.20</b>	<b>1,55,026.20</b>	
<b>Total Monthly Quoted Rate in Figures</b>					<b>30,99,265.05</b>	
<b>Total Monthly Quoted Rate in Words</b>						

Signature of the Bidder.

**TO BE FILLED BY THE TENDERER**

No. of correction:

No. of interpolation:

No. of overwriting:

  
Executive Officer,  
Koraput Municipality.  
Koraput Municipality

Signature of the Bidder.