

# KORAPUT MUNICIPALITY



## GOVERNMENT OF ODISHA

(HOUSING & URBAN DEVELOPMENT DEPARTMENT)

**DETAILED TENDER CALL NOTICE(DTCN)**

**FOR**

**SANITATION WORK (WARD NO: -XV TO XXI)**

**OF**

**KORAPUT MUNICIPALITY**

# 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 supplement the information in this NIT document.

**Signature of the Tenderer/Agency**

**KORAPUT MUNICIPAL COUNCIL, KORAPUT**

File No. \_\_\_\_\_

**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:05/08/2024 up to 5.00 PM
- C. Tender (Technical Bids) to be opened: 07/08/2024 at 04.00 P.M
- D. Financial Bid to be opened:09/08/2024 at 4.00P.M
- E. Tender to remain open for acceptance up to 15 days from the date of opening.
- F. The details of this tender is also available in the official website – [www.koraputmunicipality.in](http://www.koraputmunicipality.in)

**NOTE :**

1. The Executive Officer, Municipal Council, Koraput may at his/her discretion, extend the 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 as indicated above.
3. The intending Tenderers 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 neither be received through courier service nor in hand to hand.

**Signature of the Tenderer/Agency**

**Crucial Details of Tender Call Notice**

Name of the work	:	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT KORAPUT MUNICIPALITY Ward No. XV to XXI
E.M.D	:	1% of the total quoted price for one year in shape of Bank Draft.
Performance Guarantee	:	1% of the total quoted price for one year in shape of Bank Draft.
AGENCY	:	As per Eligibility Criteria
Period of contract	:	One Year
Cost of Tender document	:	Rs. 10,000.00/- only
Period of Sale/Down load of Tender document	:	Dt.18/07/2024 to Dt.05/08/2024 upto 5.00 PM
Last Date for receipt of Filled in Tender document	:	Dt.05/08/2024 up to 5.00 P.M.
Place & Date of Opening of Technical bid	:	Chamber of the Executive Officer, Koraput Municipality Dt.07/08/2024 at 4.00 P.M.
Place & date of opening of Financial Bid of eligible Tenders	:	Chamber of the Executive Officer, Koraput Municipality Dt.09/08/2024 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.01/09/2024

**Signature of the Tenderer/Agency**





# ଐଓର ପରିଷଦ, କୋରାପୁଟ

## KORAPUT MUNICIPALITY



E-mail: [koraputmunicipality2014@gmail.com](mailto:koraputmunicipality2014@gmail.com)

No. 2401

Date: 16.07.2024

### TENDER CALLNOTICE

Sealed tenders papers are hereby invited from Intending Firms/Outsourcing Agencies for sanitation Work of Koraput Municipality for a period of 01(one) Years I.e. - from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025.

Sl.No	Name of the Work	EMD(RS.)	Paper cost (Rs.)	Performance Guarantee (RS.)
1	2	3	4	6
01	SANITATION work of (Door to Door Collection, Bush Cutting, Street Sweeping & Cleaning of Drain) Ward No-XV to Ward No -XXI)	1% of quoted value for 01 years	10,000/- (Non Refundable)	1% of quoted value for 01 years

The Tender papers along with DTCN will be available in the official Website i.e. - [www.koraputmunicipality.in](http://www.koraputmunicipality.in) from date **18.07.2024** to **05.08.2024** up to **5.00PM**. The tender paper should reach to the undersigned on or before **5.00P.M** Date **05.08.2024**. The paper cost, EMD, Performance Guarantee and other documents must reach through Registered post/Speed post on or before **Dated 05.08.2024 till 5.00PM**. 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 the authorized representative on 07.08.2024 at 04.00 P.M and Financial bid will only be opened on 09.08.2024 at 04.00 P.M** of the bidders 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 contained anything contained in this NIT, Koraput Municipality reserves the right to accept or reject any proposal, or to annul the bidding process of rejecting all Proposal, at time without or any obligation for such rejection or annulment, without assigning any reasons thereof.

Executive Officer,  
Koraput Municipality

**Signature of the Tenderer/Agency**

Memo No. 2402 /2024

Date: 16.07.2024

Copy forwarded to the email: [jpr.advt@gmail.com](mailto:jpr.advt@gmail.com) with a copy to [iprenews@gmail.com](mailto:iprenews@gmail.com) for information & necessary action with a request to publish the tender in one 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. 2403 /2024

Date: 16.07.2024

Copy forwarded to Additional District Magistrate, Koraput/Sub-Collector, Koraput/P.D., DUDA., Koraput /Block development Officer, Koraput/Executive Engineer P.H. Division Koraput/ Executive Engineer R&B Division Koraput/ Deputy Director DPMU, Koraput /Tahsildar Koraput for information and necessary action.

Executive Officer,  
Koraput Municipality

Memo No. 2404 /2024

Date: 16.07.2024.

Copy to all Tender committee members for kind information & necessary action, Copy to Notice Board of Koraput Municipality for wide circulation/ publication. Copy to the Sanitary Inspector, Koraput Municipality ,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) for wide publicity.

Executive Officer,  
Koraput Municipality

**Signature of the Tenderer/Agency**

# 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

**Signature of the Tenderer/Agency**



## GENERAL TERMS AND CONDITIONS

1. The Total Sanitation will be guided by NGT guideline/SPCB guidelines /and SWM Rules 2016

2. The bidders are required to inspect and assess the entire geographical area as per annexure-I and quote their price of the labor charges for sweeping, bush cutting, drain cleaning, collection of wastes from door to door 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 in 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.

3. 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.

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

5. The contract will be for a period of one 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.

6. 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.

7. Conditional and incomplete bid is liable for rejection.

8. 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.

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

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

11. 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. The tenderer will have to provide 48 Nos. of unskilled laborer, 02 Nos. Tractor drivers, 03 Nos. Auto Tipper. Drivers.

### **Signature of the Tenderer/Agency**



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 Guarantee 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 guarantee 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 prices & 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 the costs associated with the preparation of its Proposal and its participation in the bidding process.

**Signature of the Tenderer/Agency**

24. 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.

25. Notwithstanding contained anything 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.

26. **The Bidders must quote his service charges price which must be 3.85% to 7% (Finance Department Notification no 19595/F Dated 11.07.2023) of the total estimated cost, unless his bid shall be rejected and the bidder must quote his price up to only two digit after decimal also wrong computation in financial bid will be liable for rejection.**

27. 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.

28. 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

**Signature of the Tenderer/Agency**



**ANNEXTURE-I**

Sl.No	Ward No.	KORAPUT MUNICIPALITY AREA
01	01	Relly Kumbha, Gunthaguda, Pindikimaliguda & Akashguda
02	02	Badachindri, Sanachindri, Chindrimaliguda, Dengaguda & Tentuliguda
03	03	Rangabali Kumbha, Champaguda, Kharaguda, Janiguda & Medical Colony
04	04	Kanheiput, Railway Colony & Shanti Nagar
05	05	Dangadula & Mosiput
06	06	Sunapur, Omp, Odiyaguda, Pukiaguda & Bhabaninagar
07	07	New Colony, Badaliguda, Landiguda, Jhatiguda, Goudaguda & Navodaya Vidyalaya, Dav College.

Executive Officer,  
Koraput Municipality.

**Signature of the Tenderer/Agency**



## SCOPE OF WORK

### **A. (1) Sweeping, Collection of Solid Waste & Door to door Collection:**

Sweeping of all the roads, lanes, by lanes of entire ward are to be made daily. Domestic refuses shall have to be collected daily from all households, shops, kiosks and vending zones by tricycles. The MSW generated from road sweeping and door to door collection by tricycles is to be accumulated in the dustbins/ garbage bins placed on the road side and temporary collection points identified by Koraput Municipality from which daily lifting is to be made to the temporary transfer stations identified by Koraput Municipality. Night sweeping to be done in all commercial areas identified by the 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 dustbins/garbage bins placed on the road side and temporary collection points identified by Koraput Municipality from which daily lifting is to be made to the temporary transfer stations identified by Koraput Municipality as per the scope of work mentioned in item-1.

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

The Municipal Solid Waste includes the following.

- 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.
- In no case non-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 area to the MRF.

Executive Officer  
Koraput Municipality

**Signature of the Tenderer/Agency**

**(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 Technical Bid, if required.

Executive Officer  
Koraput Municipality.



**Signature of the Tenderer/Agency**



## 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 Municipality duly registered under appropriate authorities i.e. . Urban Local Body/DIC/GST/DLO.
- (d) Banker's name, Telephone Number.
- (e) Copy of PAN.
- (f) Copy of IT return filed for the assessment year 2021-22, 2022-23 & 2023-2024.
- (g) Copy of GST registration certificate as on 30.05.2024.
- (h) Copies of EPF Registration Certificate.
- (i) Copies of EPF Electronic Challan Return(ECR) for 100 Labour ( One Hundreds)& remittance confirmation slip for the month of Feb,2024, March,2024 & April 2024.

**Copy of valid contract Labour License (REGULATION AND ABOLITION) Act,1970 for 100 Labour ( One Hundred).**

- (j) Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2021-22, 2022-23 & 2023-2024.
- (k) EMD 1% of the quoted value for one year in shape of Bank Draft separately.
- (l) Cost of Tender Paper of Rs. 10,000.00/- only Bank in shape of Draft separately.
- (m) The bidder must have enclosed the documents relating to ownership of vehicles/ agreement with the owners in case of hiring vehicles.
- (n) 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.
- (o) Covering letter ( on the letter head of the bidder).
- (p) Turn over for the last three year should not be less than 3,00,00,000/- (Three Crore)
- (q) Performance Guarantee 1.% of the quoted price for one year in shape of Bank Draft separately.
- (r) Solvency certificate to a tune of Rs.20.00 Lakh (Twenty lakh) in favour of Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur.
- (s) All Annexure of this NIT.
- (t) Organization , Agency, Firm having their ISO registration certificate.
- (u) Organization/Agency/ FIRM must having their registration are the level of NSIC/MSME.
- (v) Experience Certificate issued at least 03 years in similar nature of work that means sweeping/cleaning of road ,drain/door to door collection and disposal of Collected to designated site.
- (w) **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.**

**Signature of the Tenderer/Agency**



**THE BIDDERS WHO MEET 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.



**Signature of the Tenderer/Agency**

**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, pollution free card, appropriate driving license etc. (Motor Vehicle Act) 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 rate 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, laborer's engaged for door-to-door collection of wastes, segregation the sates drain cleaners, bush cutters etc. engaged for loading and unloading will perform their duty in uniform with Koraput Municipality LOGO. This shall be complied by the Executing Agency so as to ensure better identification by the public as well as officers of Koraput Municipality.
11. 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.
12. If the Agency will not perform 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 of receiving complaints at Municipality Office, then the Koraput Municipality is at its 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 estimated cost by Koraput Municipality or may impose penalty up to 0.5% 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.

**Signature of the Tenderer/Agency**



13. 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 consultation with the Officer-In-Charge of Koraput Municipality.
14. The agency shall start the work by 5.00 AM daily and monthly deploy required vehicles for transfer of the solid waste generated from different sources, arrange means for loading and smooth lifting of MSW so generated.
15. 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.
16. The contract will be for a period of 1 (One) 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.
17. 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 in all the seven (7) wards. However, the tenderer should quote only the **lump sum amount** in respect of all the services covered under this contract and that the prices should not be proposed on the basis of manpower deployed under this contract. No request for alteration in the prices, 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.
18. Acceptance by the Council 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.
19. The contract would be decided as per the prices quoted for Item No.-1 of the financial bid.
20. The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.
21. 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. takes any such measures as may be deemed fit in the sole discretion of Koraput Municipality, including annulment of the bidding process.
22. 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.
23. In case, labour price is hiked by Govt. of Odisha, payment will be made accordingly considering the engagement of labourer in the work duly certified by the Officer-In-Charge of the work.
24. 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.

**Signature of the Tenderer/Agency**



25. 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.
26. The successful bidder will have to provide 3 auto with Bins each (3 Green/3 Blue) for door to door collection. The auto should access to all lanes of Koraput Municipality. Two (02) Tractor will be provided by the successful bidder.
27. The Driver and maintenance is not the responsibility of the Municipality.
28. PPE kit will be provided by the bidder to all the workers working under the agency.
29. All the deployed laborer and staff should perform their duties in uniform having logo of Koraput Municipality
30. The agency should lift stray cows and dogs on the Municipality by the cow catcher/dog catcher vehicles.
31. Night sweeping is to be done regularly at the identified areas of the Municipality.
32. The agency has to train their staff for well behavior to public
33. The service required in early with care during VIP visit, Flood situation, Govt Programs and Parab festival.
34. **The bidder who meets the qualitative requirements specified in the technical bid will only be considered for participating in the financial bid. The financial bid of the technically disqualified bidders will not be opened.**
35. **The financial bid, if two or more bidders have quoted the least rate then the winner of the bid shall be selected in the criteria mentioned below: -**
1. **The bidder with highest experience (in years) shall be considered on Priority Basis.**
  2. **If two or more bidders same experience (in years), then the bidder with highest turnover in the last 3 F.Y i.e. (2021-22,22-23,23-24) as per audited reports shall be considered Priority Basis.**
  3. **If two or more bidders have same experience &turnover, then winner shall be decided on the basis of lottery system.**

Executive Officer,  
Koraput Municipality

**Signature of the Tenderer/Agency**

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.
- (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 providing uniform to their workers.
- (IV) 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, Minimum Wage Act, 1948 and etc.
- (V) In case of non-compliance, the contract will be terminated without assigning any reason by giving 30 days' notice in writing.

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

Executive Officer  
Koraput Municipality

**Signature of the Tenderer/Agency**

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

To

Date:

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 prices 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 DD No. \_\_\_\_\_ Dt. \_\_\_\_\_ & No \_\_\_\_\_ Dt. \_\_\_\_\_ & No \_\_\_\_\_ Dt. \_\_\_\_\_ respectively as required.

Yours faithfully,

**Signature of the Tenderer/Agency**

**Seal:**

**Date:**

**Signature of the Tenderer/Agency**



**APPLICATION-TECHNICAL BID**  
**CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT**  
**KORAPUT MUNICIPALITY**

1	Name of the Tendering Agency:
2	Details of EMD No _____ Date _____ for Rs. _____ drawn on Bank _____
3	Details of Performance Guarantee No. _____ Date _____ drawn on Bank _____
4	Name of Proprietor/Partner/Director:
5	Full Address of Registered Office: Telephone No. _____ FaxNo. _____ E-mail address _____
6	Full Address of Operating/Branch Office: Telephone No. _____ FaxNo. _____ E-mail address _____
7	Name & Telephone No. of Authorized Person to liaise with office:
8	Banker of the Agency: Telephone No. of the Banker:
9	PAN/GIR No (Attach self attested copy).
10	GST Registration No (Attach self attested copy).
11	EPF Registration No (Attach self attested copy).
12	Copy of IT return filed for the assessment year 2021-22, 2022-23 & 2023-2024 (Attach self attested copy).
13	GST registration certificate return as on 30.05.2024 (Attach self attested copy).
14	Copies of EPF Electronic Challan Return (ECR) for (100 nos) & remittance confirmation slip for the month of Feb, 2024, March, 2024 & April, 2024 (Attach self attested copy).
15	Valid Labour License under Contract Labour (R & A) Act, 1970 for 100 no's (Attach self attested copy):
16	Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2020-21, 2021-22 & 2022-23 (Attach self-attested copy).
17	Financial Turnover of the agency for the last three year should not be less than Three Crore in the field of Sanitation work. 2021-22 supporting self-attested copy attached. 2022-23 supporting self-attested copy attached. 2023-24 supporting self-attested copy attached.
18	Solvency Certificate of Rs.20,00,000/- only in favour of the Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur issued by Revenue Department, Govt. of Odisha/Any Secluded Bank (Attach self-attested copy)
19	Give details of the major similar contracts handled by the tendering agency.
20	Additional information, if any (Attach separate sheet if space provided is insufficient)

**Signature of the Tenderer/Agency**

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
1	2	3	4	5	6	7

**Signature of the Tenderer/Agency**

**Seal:**

**Date:**

**Signature of the Tenderer/Agency**

## 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 price 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/We 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 the terms & conditions to be imposed by Koraput Municipality.

Yours faithfully,

Signature of the Tenderer/Agency

Seal

Date

Signature of the Tenderer/Agency



Detailed Consolidated Estimate for Sanitation Work of Koraput Municipality (Ward No. XV to XXI)							
Sl No.	Description	Quantity	Unit	Price (Rs.)	Day	Estimated Amount (Rs.)	Quoted Price
1	2	3	4	5	6	7	8
	<b>Road sweeping and Collecting Garbage</b>						
1	a. Medium density road ,12Km @ 1Km/1person/Day	12	Nos.	450.00	30	162000.00	162000.00
	b. Low density Road, 32Km @ 2Km/1person/Day	16	Nos.	450.00	30	216000.00	216000.00
	<b>Drain Cleaning by Drain Cleaner</b>						
2	a. Total length of drain= 20Km by drain silt remover @ 05 person/Day	5	Nos.	500.00	30	75000.00	75000.00
	<b>Cutting of Bushes and Shrubs</b>						
3	a. Total length of road= 44Km @ 2km/person/weekly	3	Nos.	450.00	30	40500.00	40500.00
4	<b>Lifting of garbage (Drain /Household/Market)</b>						
	<b>Total 2nos Tractors per Day</b>						
5	i. Driver	2	Nos.	550.00	30	33000.00	33000.00
	ii. Labour	6	Nos.	450.00	30	81000.00	81000.00
6	<b>Door to Door Collection garbage by tipper/per Day</b>						0.00
	i. Driver	3	Nos.	550.00	30	49500.00	49500.00
	ii. Labour	3	Nos.	450.00	30	40500.00	40500.00
7	<b>Supervisor</b>	3	Nos.	500.00	30	45000.00	45000.00
	<b>Total</b>	<b>53</b>	<b>Nos.</b>	<b>4350.00</b>	<b>30</b>	<b>742500.00</b>	<b>742500.00</b>
						96525.00	96525.00
8	<b>EPF@13%</b>					55688.00	
	<b>OHC@7.5%</b>					14850.00	14850.00
	<b>T &amp; P@2%</b>						
	<b>Vehicle and Machinery Hire charges</b>						
9	a. Hire Charges of Tractor @500/per Day excluding fuel	2	Nos.	600	30	36000.00	36000.00
	b. Hire Charges of Tipper @ 350/Day excluding fuel	3	Nos.	350	30	31500.00	31500.00
	<b>Fuel Charges for Vehicles</b>						
10	a. Fuel charges of Tractor 4 trips x 2.5ltr per Trip=10 ltrs	10	Ltr.	102	30	30600.00	30600.00
11	Tipper 3trips x 0.75 per Trip=2.25 ltrs	2.25	Ltr.	102	30	6885.00	6885.00
						<b>272048.00</b>	<b>272048.00</b>
						<b>1014548.00</b>	<b>958860.00</b>
	<b>Grand Total</b>						

**Signature of the Tenderer/Agency**

(One item of work only)

I/We agree to forfeit 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



**Signature of the Tenderer/Agency**

**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 applicant's 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 30.06.2024.		
7	Valid and up to date EPF Regn. Certificate.		
8	EPF Electronic Challan Return (ECR) for 200 Nos.& remittance confirmations slip for the month of FEB,2024, March,2024 &April,2024.		
9	Valid labour license for 200 Nos. under contract labour (Regulation and abolition) Act, 1970.		
10	IT return filed for the assessment year 2021-22, 2022-23 & 2023-2024.		
13	Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2021-22, 2022-23 & 2023-2024.		
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.		

**Signature of the Tenderer/Agency**



18	Solvency certificate of Rs. 20,00,000/- furnished .		
19	Covering letter of Technical Bid .		
20	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		
21	Copy of ISO Certificate.		
22	Copy of NSIC/MSME Certificate.		

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

Total no of corrections: -

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.

**Signature of the Tenderer/Agency**

**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 prices 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 DD 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:

**Signature of the Tenderer/Agency**