

TENDER DOCUMENT OF NAC REDHAKHOL

NAME OF WORK : Providing Manpower, all equipment, and ancillaries for SWM, Cleaning and sanitation services in 13 wards of NAC Redhakhol.

Executive Officer
NAC Redhakhol

Signature of Bidder with Seal

OFFICE OF THE NAC REDHAKHOL, SAMBALPUR.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR PROVIDING MANPOWER, ALL EQUIPMENT AND ANCILLARIES FOR SWM, CLEANING, AND SANITATION SERVICES IN 13 (Thirteen) WARDS OF N A C REDHAKHOL.

- A. Cost of the Tender Document : Rs.10,000/-(Rupees Ten Thousand only)
- B. Last date & time for submission of Bid : 21.03.2023 up to 5:00 PM
- C. Tender(Technical Bids)to be opened : 22.03.2023 at 3:00 PM
- D. Financial Bid to be opened : 22.03.2023 at 3:00 PM

NOTE:

1. If the date fixed for opening of tender is subsequently declared as 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.
2. The intending Tenderer may survey the designated wards & are as to know the scope of work before responding to the Tender.
3. Bids will be received through Speed Post/Registered Post/Courier only.

Received Rs. 10,000/- (Ten Thousand) Vide MR. No. _____ dt. _____ towards tender paper cost of Sanitation work.

Signature of Bidder with Seal

Executive Officer
NAC Redhakhhol

Detailsof TenderCallNotice

Name of the work	:	Providing man power, all equipment and ancillaries for SWM, cleaning and sanitation services in13 wards of NAC REDHAKHOL
E.M.D	:	The bid must be accompanied EMD @1% of the annual Estimate cost
AGENCY	:	As per eligibility criteria
Period of contract	:	Three Year
Cost of Tender document	:	Rs.10,000/- (Rupees Ten thousand) only.
Period of Sale of Tender document	:	Dt.14.03.2023 to Dt.21.03.2023, up to 1:00 PM
Last Date for receipt of Filled in Tender document	:	21.03.2023 up to 5:00 PM
Place & Date of Opening of Technical bid and Financial Bid	:	Office of the NAC REDHAKHOL 22.03.2022 at 3:00 PM
Officer invited the Tender	:	Executive Officer, NAC REDHAKHOL.
Likely date for commencement of deployment of required manpower	:	01.04.2023

Signature of Bidder with Seal

EXECUTIVE OFFICER,
NAC REDHAKHOL

OFFICE OF THE NAC REDHAKHOL, REDHAKHOL.

No.- 416

Date: 13.03.2023

Detailed Tender Call Notice

Sealed bid in conformity with detailed tender call notice are invited from intending registered agencies i.e. Partnership Firms/Companies/proprietor working within the jurisdiction of Odisha, having eligibility criteria as stipulated in DTCN, for execution of the under mentioned work, to reach by **Registered post /Speed Post** only addressed to the Executive Officer, NAC REDHAKHOL, REDHAKHOL by 5:00 PM. of dt. **21.03.2023** and bid documents will be opened on dt **22.03.2023 at 3:00 PM** in presence of the bidder or their authorized representatives who wish to remain present for the occasion. If the office happens to be closed due to subsequent declaration of holiday, the process of receipts and opening schedule will be on next working day at the specified time and venue without any further notice. The sale of bid document shall start from dt.14.03.2023 and close by 5:00 PM. of dt.20.03.2023. The intending bidders shall have to deposit the cost of tender paper (non-refundable) in shape of Demand Draft from any nationalized bank drawn in favour of Executive Officer, NAC REDHAKHOL, REDHAKHOL, Payable at REDHAKHOL.

Sl. No.	Name of the work	Estimated Cost per Month (Rs.)	Cost of tender paper (Rs.)
1.	Providing manpower, all equipment, and ancillaries for SWM, cleaning and Sanitation Services in 13 wards of NAC Redhakhhol as per DTCN.	9,05,700.00	10,000.00

Bid documents can be purchased from office of the NAC, REDHAKHOL against cost of bid document in the form of Demand Draft issued from any scheduled bank payable at REDHAKHOL in favour of Executive Officer, NAC REDHAKHOL. The Bank Draft should be prepared on or before the last date of sale of the Bid document or the tender paper. Paper cost of tender paper in form of DD must be submitted with bid documents failing which the bid will be rejected. All other details are available at the office of the undersigned.

Bid documents should be submitted through Regd. Post/Speed post, Courier only, subscribing **“Tender for executing sanitation work under NAC Redhakhhol”** addressed to Executive Officer, NAC Redhakhhol. However, NAC Redhakhhol will be no way responsible for postal delay to the receipt of tender beyond scheduled date and time. All other details are available at the office of the undersigned.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

By order of the Chairperson.

Sd/-
Executive Officer
NAC Rairakhhol

Memo No. 417

Date. 13.03.2023.

Copy Submitted to the Collector, Sambalpur / P.D, DUDA, Sambalpur / Addl Chief Engineer, PHED-cum-ILW, Sambalpur for information and necessary action .They are requested to publish the same in their Office Notice Board for wide publication.

Sd/-
Executive Officer
NAC, Redhakhol

Memo No. 418

Date. 13.03.2023.

Copy Submitted to Sub-Collector , Rairakhol / Tahasildar ,Rairakhol / Asst. Executive Engineer (R&B), Sambalpur / Asst. Executive Engineer (R.D), Sambalpur / Asst. Executive Engineer, RWSS ,Rairakhol / Asst. Executive Engineer P.H.D. Rairakhol for information and necessary action. They are requested to publish the same in their Office Notice Board for wide publication.

Sd/-
Executive Officer
NAC, Redhakhol

Memo No. 419

Date. 13.03.2023.

Copy forwarded to the N.I.C, Sambalpur for information and necessary action with a request to publish the same in NIC website for wide publication.

Sd/-
Executive Officer
NAC, Redhakhol

Memo No. 420

Date. 13.03.2023.

Copy submitted to ipr.advt@gmail.com with a request to publish the matter in one odia daily News Paper in one issue as per the prescribed I & PR rate and submit bills in duplicate Along with publication of paper for payment.

Sd/
Executive Officer
NAC, Redhakhol

WORK DETAILS

Sl No.	Name of the work	Estimated cost per annum (Rs.)	E.M.D. (1% of the annual estimated cost)	Cost of tender paper	Agency	Period of contract
1	Sanitation work in Ward No.1 to 13 providing door to door daily garbage collection, Road sweeping, drain cleaning, Garbage lifting, spraying disinfectants, Bush cutting, lifting of solid waste from drain, transportation of all kinds of garbage/waste from different areas of wards to MCC, MRF & dumping yard identified by the authority of NAC REDHAKHOL.	1,08,68,400/-	1,08,684/-	10,000/-	As mentioned in the bid document and Tender call Notice.	Three years

Sd/-
Executive Officer
NAC Redhakhol

Eligibility Criteria

The bidder must have the following documents. In absence of any of the following documents the bid will be outright rejected. Conditional bids are not accepted.

1. The bidder must be a registered agency i.e. Partnership Firm/ Company/ Proprietor having valid registration certificate in his name under relevant Act.
2. The bidder must have a registered and operating office in Odisha.
3. PAN card of the agency.
4. Valid Labour License.
5. Contractor registration license.
6. The agency must have registered under EPF & ESI Act. and must have minimum of 100 workers under their payroll. ECR, contribution history and challan of last month must be submitted as proof of evidence.
7. The agency must have valid ISO certificates of ISO 9001 , ISO 14001& ISO 45000
8. GST registration certificate with last month/quarter return.
9. The agency should have minimum period of 5 years' experience in similar work (cleaning and sanitation services) in any Urban Local Bodies with copies of the experience certificate executed by them.
10. The bidder applying for NAC Redhakhol must have of minimum average annual turnover of Rs. **2(two)Crore** only for Cleaning and Sanitation services in urban Local Bodies of Odisha during the last three financial years.
11. Financial Turnover Certificate from the Chartered Accountant with UDIN.
12. Photocopy of the audited Profit & Loss Statement/Audit report(Tax Audit) for last 3 financial years [2019-20, 2020-21& 2021-22] (General audit report and Provisional statement of account shall not be considered)
13. Affidavit certifying that the bidder is not blacklisted by any Institution.
14. Bidder must have ITR (Income Tax Return) in the name of the bidding organisation for the financial year 2019-20, 2020-21& 2021-22.

Note: The committee is free to verify the authenticity of the experience certificate/work order and any other document/certificate from the concerned authority before awarding the contract and reserve the right to reject the proposal if found any single wrong information(s) or fabricated documents(s) and steps will be taken for blacklisting of the organisation.

TECHNICAL BID

Instruction to bidders: -

1. The bidder is expected to **examine all the instructions, terms and specifications** in the bid document. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at bidder's risk and result in rejection of bid.
2. 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 superscripting "Technical Bid for executing Sanitation Work under N A C Rairakhhol." & "Financial Bid for executing Sanitation Work under NAC Rairakhhol.". Both the envelopes should be kept in another sealed envelope super scribing "**Tender for executing sanitation work under NAC Redhakhhol.**"
3. Bidder should have appropriate resources, establishment in the area, necessary expertise, requisite manpower, proper coordinating and supervisory ability to undertake the work.
4. The bid is meant for carrying out the work for a period of three year and liable for extension up to 2(Two) years subject to satisfactory work performance and as per the willingness of authorities at NAC Rairakhhol and the bidder.
5. The conditional and incomplete bids are liable for rejection.
6. Letter of authorization for representing the registered agency/ partnership firm/ company/ proprietorship and entrepreneur to sign the bid document should be enclosed alongwith the bid document.
7. Bids containing overwriting, additions alternation, erasures, obliteration, and other discrepancies should be properly attested by bidder.
8. The bidder shall sign every page of the bid documents submitted by him / them. The bidder should quote rate both in figures and in words, wherever if there is difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
9. All the documents furnished by the bidder are subject to verification from the issuing authority. In case any manipulation is found, the EMD / S.D. will be forfeited, and action may be initiated for blacklisting the agency.
10. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.

11. As per amendment to para-3.5.14 Note-1 of OPWD code, Vol-1(Vide Office Memorandum No, 12366/W dt.8.11.2013 of Works Department), if L-1 bidder does not turn up for agreement after finalization of the tender, then he shall be debarred work subject to the condition that L-2 bidder negotiates at par with the rate quoted by the L-1 bidder otherwise the tender will be cancelled. In case any agency/bidder is blacklisted, it will be widely published and intimated to all departments of Government and to Govt. India agencies working in the State.

12. Details of documents to be furnished by the Bidders to be Eligible.

01	Cost of Tender Paper Rs.10,000/- (Ten thousand only)
02	EMD @ 1% of the annual estimate value
03	Photocopy of Registration Certificate (proprietor/ partner/ company)
04	Photocopy of PAN Card
05	Photocopy of Labour License
06	Photocopy of EPF registration certificate
07	Photocopy of ESI registration certificate
08	Photocopy of GST certificate with last month/quarter return
09	Photocopy of Financial turnover certificate for last 3 years
10	Photocopy of Audit report (Tax Audit) for last 3 years 2019-20, 2020-21& 2021-22.
11	Photocopy of Income Tax returns for last 3 FY i.e., 2019-20, 2020-21& 2021-22.
12	Photocopy of Experience certificates of last 5(five) years issued by ULBs i.e., NAC/Municipality/Corporation.
13	Photocopy of ISO Certificate (Quality certification) - ISO 9001 , ISO 14001& ISO 45000
14	Documents relating to vehicles to be deployed.(own/ hire)
15	Affidavit in original
16	Contractor registration Certificate

13. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in the case two bidders quote the same lowest price and **then the bidder with the higher mark in the technical bid shall be awarded the contract.** However, if both the technical marks and quoted rate in the financial bid of the bidders will be same, then in that case, the selection of the tender shall be decided on the basis of transparency lottery system can be adopted for the selection.)

14. For providing smooth sanitation services, the Tender Committee has decided that the each bidder must quote his rate which must be less than below 2% of the total estimated cost, unless his bid shall be rejected and bidder must quote his rate up to only two digits after decimal. Also wrong computation in Financial Bid will be liable for rejection

15. If the office happens to be closed on the date of opening of the bids, the bids will be opened on the next working day at the same time and venue.

16. The municipal solid waste includes the following.

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic, commercial and medical refuses.
3. Garbage from roadside dustbins and demolish materials.
4. Garbage accumulated at temporary collection points identified by NAC REDHAKHOL and Garbage generated from bush and grass cutting from roadside berms and conservancy lanes.
5. All type of dead animals and unidentified human dead body.

17. During local festivals, National Day celebration or V.I.P. program and at the time of urgent need, special cleaning work and spreading of bleaching/lime stone/phenyl shall be made by the agency as per instruction of the authority/Sanitary Inspector of this NAC.

18. The NAC will supply Tri-cycles, wheel barrows, door to door garbage collection vehicle, etc. for collection and transportation of garbage's and no garbage's will be left in ward.

A. SCOPE OF WORK:

1) Sweeping & Door-to-door collection of Solid Wastes:

The entire geographical area of ward should remain always clean i.e., throughout the day. The solid wastes are to be collected from various sources of its generation throughout the area. Solid wastes(garbage's) shall have to be collected from identified road sides, door to door by battery operated vehicles/e-auto rickshaws/TATA AC supplied by NAC, Tricycles, dustbins/garbage bins placed within the specified area, from market places including commercial / industrial / institutional units and from bins placed by various commercial units. Solid wastes also include dead animals including road sweepings. Active participation in Door-to-Door and mass awareness campaign/public education about SWM Rules and guidelines issued by Govt. agencies / NAC etc.

Night cleaning should be made in the marketable area & bus stand area which is a mandatory condition in the sanitation work.

2) Cutting of bushes & cleaning of drains

The bushes & shrubs from roadside berms & conservancy lanes are to be cleaned by the agency. The roadside drains are also to be cleaned i.e., removal of polythene, paper, foreign materials and other floating materials to avoid choking of the drains. The executing agency after daily collection shall have to ensure complete removal of entire solid wastes from the specified areas to the full satisfaction of the officer-in-charge from NAC REDHAKHOL, and in case the agency does not comply to the instructions of the officer-in-charge of NAC REDHAKHOL, 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. The officer-in-charge from NAC REDHAKHOL shall indicate a particular timing during a day (Preferably during the night time) when no solid wastes of any kind should be available in the area at the said time. The executing agency shall provide all necessary labor and other necessary T & P articles including protective gears & safety devices for the health of the laborers engaged as may be required for the job and as per direction of Officer-in-charge. Cleaning of all surface drains and its culverts of specified area at least 3 times a year thoroughly and once in a week occasionally if required to keep the drains out of silt and garbage. Segregation and transportation of drain silt and garbage to final disposal / processing site.

3) Collection & Transportation of solid wastes

The municipal solid wastes which are generated from various sources and accumulated as mentioned above is required to be collected and lifted from different collection points/dustbins of that ward/lanes and transported to the designated place/temporary transfer station as decided by the NAC REDHAKHOL. The collection points are to be disinfected by spreading of disinfectants like bleaching powder, phenyl, larva oil, etc. which will be supplied by NAC REDHAKHOL as per direction of the Officer-in-charge of NAC REDHAKHOL.

The solid wastes collected from different places inside the specified area shall have to be suitable loaded into transporting vehicles such as tractors/TATA ACs as per requirement and shall have to be transported to the approved dumping yards identified by the Officer-in-Charge of NAC, and the solid wastes will be unloaded by the agency at these sites. The cost of transportation should include the cost of laborers for the loading and the unloading of solid wastes into and out of the vehicles respectively and the wages of the drivers/helpers attached to the vehicles. The NAC will provide vehicles as per requirement as may be directed by the Officer-in-charge from NAC, to match at the daily program chalked out by him. In no case solid wastes generated in a day shall be retained in the area for more than 24(twenty-four) hours.

B. GENERAL TERMS AND CONDITONS

1. The Bidder is Expected to examine all the instructions, terms and specifications in the bid documents. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at bidder's risk and result in rejection of bid.
2. 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 NAC **Redhakhhol** & "Financial Bid for executing sanitation work under NAC **Redhakhhol**". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under NAC **Redhakhhol**".
3. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labor charges conservancy material for seeping, bush cutting, drain cleaning including lifting of MSW and other miscellaneous expenditure as may be required such as T&P charges are mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the agency as per direction of officer-in-charges.
4. **The drivers of the vehicles must have valid driving license.**
5. The agency shall be responsible for any claim, loss, damage, injury or death concerning to workers/employees during the contract period and in no way the authority of NAC **Rairakhhol** will be responsible for this.

6. If required, the executing agency may deploy different machines for sanitation work to avoid the illegal agitation/ strike/ band/ hartal etc., as per situation or it may continue with the consultation of the NAC authority without any interruption.
7. Payment shall be made by the agency to his employees/workers as per their category and nature of work which shall not be less than the declared from time to time under minimum wages Act by govt. of Odisha.
8. The successful bidder shall execute an agreement with the NAC within seven days from the date of receipt of letter of acceptance from NAC. In case of failure to execute agreement in time, NAC will be at liberty to reject the tender with forfeiture of security deposit. The EMD money shall be retained as security deposit till closure of the contract without any interest. The EMD money which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. The EMD of the unsuccessful bidders shall be refunded back on application only after finalization of the bid and signing of agreement (MOU) with the successful bidder. The tender call notice and entire bid condition will form a part of the agreement.
9. The vehicles deployed for collection of garbage will be green in color with logo of NAC. The solid waste management workers engaged for door-to-door collection of wastes, its segregation, drain cleaners, bush cutters, laborer engaged for loading / un-loading will perform their duty with a uniform, the color of which will be prescribed by NAC. This shall be complied by the executing agency so as to ensure better identification by the public as well as officers of NAC.
10. In case the executants' service is not found satisfactory by the NAC, the NAC shall be at liberty to close the contract with a single one-month notice served by NAC to the executants.
11. 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. The waste collectors engaged by the executants should be collecting solid wastes from various households on daily basis in particular fixed timings area-wise as may be finalized by the executants in consultation with the Officer-in-charge from NAC.
12. The bidder should submit an affidavit from notary public that not blacklisted from anywhere and regarding genuineness of the documents submitted by them with the bid. Besides to this the bidder has to sign in each and every page as self-attested otherwise the bid will be declared as non-responsive and can't be taken into the consideration.
13. Lowest quoted bidder may not be taken into consideration if he has no credibility and capability and, in such cases, authority is not bound to accept the lowest bidder.
14. In case the work on a particular day during inspection by the NAC officials is not found satisfactory deductions in the payable bill of the agency will be made; the Municipal authority (Council) will decide the amount of deduction.
15. The agency must maintain a register clearly indicating the number of labour & vehicles engaged in the work and quantity of waste collected from different source date wise and the same to be deposited in the office at the end of every month for record.

CRIETERIA FOR EVALUATAION

Evaluation for technical proposals

Evaluation of proposals shall be made by the Tender committee. In the first stage , The Technical proposal will be evaluated on the basic of bidder's fulfillment criteria. Only the bidder whose Technical proposal becomes responsive based on the eligibility criteria shall qualify for the further details technical evaluation for presentation and award of marks based on the following criteria will be given.

Sl. no	Evaluation Parameters	Total Mark	Criteria for award of Mark
1.1	Year Registration (to be counted from the date of initial registration of the Agency)	10	<ul style="list-style-type: none">• 3 years to 5 years : 05 marks• > 5 years : 10 marks
1.2	Experience of managing man power services in sanitation works of the ULBs in the state of Odisha only	15	<ul style="list-style-type: none">• > 3 years ≤5 years : 10 marks• > 5 years : 15 marks
2	Average turn over for last 3 financial year (2019-20, 2020-21 and 2021-22)	20	<ul style="list-style-type: none">• > 50 lakhs to 1 crores :15 marks• >1 crores to 03 crores : 17 marks• Above 03 crores : 20 marks
3	Experience in handling ULBs in similar nature of work with strength of sweepers in single order (to be determined from work order or Experience certificate only)	15	<ul style="list-style-type: none">• 50 – 100 : 05 marks• 100- 150 : 10 marks• Above 150 :15 marks
4	Current strength of organization (to be determined from payment confirmation slip of EPF for last month)	15	<ul style="list-style-type: none">• 100 persons : 05 marks• 101-300 persons : 10 marks• 301-500 persons : 15 marks
5	Valid ISO Certificate	10	<ul style="list-style-type: none">• ISO 9001 : 04 marks• ISO 14001 : 03 marks• ISO 45001 : 03 marks• All of these :10 marks
6	Work plan Presentation	15	<ul style="list-style-type: none">• Presentation of the only work plan through PPT not more than 10-15 minutes• Total Marks : 15 marks

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score least 50 Marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of Bidder

Executive officer

C. STANDARD SPECIFICATION OF WORKS

1. The specification and detail methods of work described in scope may follow the guidelines described in the “Manual of Municipal Solid Waste Management” and Municipal Solid Waste (Management & Handling) Rule-2000 and revised subsequently from time to time under Environment Protection Act.
2. The transportation of garbage will be done with due care and the transporting vehicle shall be as per norms specified by the pollution board.
3. The agency may try to follow the above guidelines as far as practicable and may improve gradually to make the town a dustbin free and garbage free town in phased manner.
4. The Municipal authority may issue special instruction to the agency from time to time for improvement of service and in public interest which the agency must follow in practice.
5. The collected garbage's to be segregated positively at source/collection point. Specially, rag pickers may be appointed for this work.
6. The collected garbage's and plastics can't be burn or dump within the ward.
7. Attendance of engaged labour to be collected by putting laborers' signature or through e-attendance and entire labour must be provided uniform and protective gears.
8. It is mandatory to cover entire labour under EPF & ESI and no labour should be left the work before scheduled time fixed by the NAC. The minimum work period is 8 hours per day i.e., consecutive 8hours including rest as prescribed by the Ministry of Labour & ESI department except the labour those are working in hazardous work. It is optional for those labours who are working in piece rate basis.
9. It is mandatory to provide protective gears by the agency to his engaged labours as prescribed for the purpose.
10. Wages shall be paid to the engaged labours through their bank account only after deduction of their share towards PF & ESI. No fines and penalties to be deducted from engaged labour without the knowledge of Executive Officer or his authorised officials.

D. MANPOWER ENGAGEMENT AND MANAGEMENT

1. The agency must engage well trained and physically sound staffs to sufficient quantity for smooth and timely operation of the process.
2. The manpower so engaged should be well behaved and public friendly.
3. They should not accept tips / bribes / service charges from public in any form for their service provided in SW collection and handling.
4. All workers engaged by the agency should be issued Photo Identity Cards and Specially Designed uniforms for easy reorganization during duty period.
5. If required, the NAC may ask for to provide extra labour as per requirement in any category i.e., high-skilled, skilled, semi-skilled, and un-skilled and the agency will be remained ready to provide the same. Extra payment will be made to the agency in this respect as per labour law.
6. The agency shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in NAC Redhakhol. NAC Redhakhol shall have no liability in this regard.

E. TOOLS AND PLANTS

1. The agency has to utilize required nos. of Tricycles or door to door garbage collection vehicles supplied by NAC for collection of garbage from all the households every day covering entire 13 wards of the NAC in a specific time by using a suitable loudspeaker/sigh run/bell/horn to aware household beneficiaries. The collected garbage should be dump at temporary dumping yard which to be lifted to identified dumping yard regularly on daily basis. No garbage will be dump within the word or at roadside, if found any discrepancy in service the specific charges will be deducted from the monthly bill.
2. The agency will provide required tools and plants (T & P) to his engaged labour, vehicles available with NAC to be used by the agency. Fuel and minor repair will be borne by the NAC.
3. The agency should arrange his own storage space / garage for all tools and plants or may use the space available with NAC with the consultation of Executive Officer.
4. The NAC authority will provide disinfectant materials and other chemicals required for the purposes of necessary spray in public places, drains, and use in garbage handling and storage which has to be used by agency as per instructions of NAC authority. The executing agency will provide the labour required for the purpose.

F. BILLS OF WORK

1. Bills for payment will be prepared on monthly basis as per contract agreement.
2. The authority may withhold any reasonable amount from the monthly bill due to bad or unfinished work with the prior information to the agency and the same will be release soon after due compliance within 1 month, otherwise the amount will be forfeited.
3. No payment will be made to the agency in absence of PF& ESI combined challan, ECR, deposit receipt, contribution history of engaged labour tallied with absentee statement, wage-cum-muster roll in FORM XVIII 1[See rule78 (1) (a) (i)] and wages transfer bank statement of previous month and performance certificate duly certified by the Sanitary Inspector in charge.
4. The payment will be made as per agreement. The agency cannot stop the payment of his engaged labour by taking the plea of non-received of bill amount. The agency must be financially sound to handle this program. NAC is not liable for payment of engaged labour or other staffs.

G. PRICE ESCALATION

1. Price escalation will be considered on remarkable hike of minimum wages, fuel price etc. as per RBI index and as per Labour Deptt. Circulars only. The rate of wages may be very as per deployment of unskilled, semi-skilled, skilled, and high skilled as applicable. This bid prepared taking into the consideration of unskilled labour. In case of deployment of semi-skilled, skilled, and high skilled the estimate should be changed accordingly as per labour department rule. In case of non-availability of required funds, the quantity of deployment of labour or area may be reduced.

H. TERMINATION OF CONTRACT

1. The NAC Authority may terminate the contract on deviation of contract agreement and unsatisfactory performance with giving one-month prior notice.
2. The agency may withdraw from contract without any penalty only after completion of one year. If the agency ceases to work at any time within contract period, the security deposit is liable of forfeiture and authority may impose additional penalty as deemed fit.

I. LEGAL JURISDICTION / ARBITRATION

- 1) All legal matters are subject to be in jurisdiction of REDHAKHOL.
- 2) In the event of any dispute arising out of contract the same shall be referred for arbitration to the Chairperson, NAC REDHAKHOL/ Collector & District Magistrate, Sambalpur and the award of the arbitrator shall be final and binding. The Venue of arbitration will be at NAC REDHAKHOL.
- 3) This is to certify that I/we before signing this bid documents, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.
- 4)

Signature of Tenderer

Executive Officer
NAC Redhakhhol

Checklist of Documents

Name of the Bidder – _____

Address - _____

Sl No.	List of documents	Documents Submitted (Yes/No)	Should be left blank for office use only
01	Cost of Tender Paper Rs.10,000/- (Ten thousand only)		
02	EMD @ 1% of the annual estimate value		
03	Photocopy of Registration Certificate (proprietor/ partner/ company)		
04	Photocopy of PAN Card		
05	Photocopy of Labour License		
06	Photocopy of EPF registration certificate		
07	Photocopy of ESI registration certificate		
08	Photocopy of GST certificate with last month/quarter return		
09	Photocopy of Financial turnover certificate for last 3 years		
10	Photocopy of Audit report (Tax Audit) for last 3 years 2019-20, 2020-21 & 2021-22.		
11	Photocopy of Income Tax returns for last 3 FY i.e., 2019-20, 2020-21 & 2021-22.		
12	Photocopy of Experience certificates of last 5(five) years issued by ULBs Only i.e., NAC/Municipality/Corporation.		
13	Photocopy of ISO Certificate (Quality certification) - ISO 9001 & ISO 14001 certificate		
14	Documents relating to vehicles to be deployed.		
15	Affidavit in original		
16	Contractor registration Certificate		

The bid without the above documents shall be rejected out rightly.

Executive Officer
NAC Redhakhhol

Signature of the Bidder

APPLICATION – TECHNICAL BID

**For Provision Manpower for cleaning and sanitation services in N.A.C.
Redhakhol, At/Po-Redhakhol, Dist-Sambalpur, Odisha, Pin-768106**

1. Name of the Tendering Manpower Service Provider:.....
2. Bid Security Declaration duly furnished in the prescribed form:.....
3. Revenue Solvency from competent authority.....
4. PAN Card.....
(Attach attested copy)
5. Labour license / Registration No.....
(Attach attested copy)
6. EPF Registration No.....
(Attach attested copy)
7. ESI Registration No.
(Attach attested copy)
8. GST Registration No.....
(Attach attested copy)
9. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial years.

Financial Year	Amount	Remarks, if any
2019-2020		
2020-2021		
2021-2022		

10. IT returns for FY 2019-20 (AY2020-21).....
FY2020-21 (AY2021-22)
FY2021-22 (AY2022-23).....
11. Full Address of Registered:.....
Mob No. _____ / E-Mail id: _____
12. Full Address of Operating
Branch Office:
Mob No. _____ / E-Mail id: _____
13. Name & telephone No. of Authorised Officer / Person to liaise with Field Office(s)
14. Bank of the Manpower Service Provider: _____
(Attach certified copy of statement of _____
Telephone Number of Banker: _____

15. Give details of the major similar contracts handled by the tendering sanitation work during last five years in the following format.

(if space provided is insufficient, as separate sheet may be attached)

Sl No.	Name of Client, Address, telephone & Fax No.	Manpower Services provided		Amount of Contract (Rs. Lacks)	Duration of contract	
		Type of Manpower provided	No.		From	to

2. Additional information , if any
(Attach separate sheet, if required)

Date:
Place:

Signature of the authorized Person
Full Name:
Official Seal:

APPLICATION - FINANCIAL BID

ANNEXURE – A

For Provision Manpower for cleaning and sanitation services in N.A.C. Redhakhol, At/Po-Redhakhol, Dist-Sambalpur, Odisha, Pin-768106

1. Name of tendering: _____
2. Rate per person per month (8 hours per day) inclusive of all statutory dues, levies, Taxes Cess etc.

S. No.	Category of manpower	Wages per month per person (per Day)	EPF Rate 13% (Amount)	ESI Rate 3.25 % (Amount)	Any Other Tax **	Agency Service Charge ***	Grand total (3+4+5+6+7)
1	2	3	4	5	6	7	8
1.	Sweeper * (Unskilled)						
2.	Driver (Skilled) *						

* As per Labour & E.S.I. Department, Govt. of Odisha Notification No.405 dtd. 10th March, 2021 : Sweeper (unskilled) Minimum Wages Rs.333/- Per day & Driver (Skilled) Minimum Wages Rs.423/- Per day.

** Specify the type of Tax

*** Service charge should not less than 2% and not exceed than 6 %

Date:

Signature of the authorized Person

Place:

Full Name:

Official Seal:

Notes :

1. Remuneration of personnel outsourced through service provider shall be in accordance with Finance department Circular 28090 dtd 22.09.2017 and modification number 11835 dt 31.03.18.
2. Minimum wage rate shall be quoted in accordance with Letter No.2433/LC, Bhubaneswar, Labour Commissioner, Odisha, dated.30.04.2022. Bids Quoting less than the minimum rate shall be summarily rejected.

3. Minimum Service charge should not less than 2% and exceed 6 % of the basic wages as it is observed that to compensate the profit, cuts are taken from the salary of outsourced personnel.
4. The total rates quoted by the tendering agency should be inclusive of all statutory liabilities in force at the time of entering into the Contract.
5. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower and the statutory dues deposit certificate from the ESI / EPF Authority on deposit of statutory fees.
6. The authority may withhold any reasonable amount from the monthly bill due to bad or unfinished work and same will be released after due compliance.
7. No interest can be claimed for delay in payment.
9. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act / Rules, as amended, from time to time and a certificate to this effect shall be provided by N.A.C, Rairakhol or office concerned.

