

# **NOTIFIED AREA COUNCIL, PATNAGARH**

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## **e-TENDER FOR SUPPLY OF MANPOWER FOR SANITATION WORK TO**

**The O/o Executive Officer,  
PATNAGARH NAC,  
Patnagarh-767025**

### **E-PROCUREMENT NOTICE**

**TENDER TITLE: SUPPLY OF MANPOWER FOR SANITATION**

**TENDER REFERENCE NO: 1710\_NACPTG\_03\_09\_2024**

**TENDER LAST DATE: 17:00Hrs of 17.10.2024**

## NOTIFIED AREA COUNCIL: PATNAGARH

letter No. 1710/Dt.03/09/2024

### E-Procurement Notice

**Bid Identification No. 2024\_ORULB\_104612\_1**

1. Name of the work for which e-Tender invited – Supply of labour for Sanitation Works including collection of solid waste, Road sweeping, Drain Cleaning, Bush Cutting in NAC Patnagarh area for the F.Y. 2024-25.
2. Estimated cost of work (Annually) – Rs. **2,16,56,801.00**
3. Eligible Intending Registered & Financially Sound Manpower Service Provider Agency/Firm's/ Trust/ N.G.O having similar nature of work experience of at least five years and fulfilling the other criteria as given in the D.T.C.N.
4. The Bid documents will be available in the web-site i.e. <http://www.tendersodisha.gov.in> from **11:00hrs of 17.10.2024 to 17:00Hrs of 17.10.2024** for online bidding.
5. Bid identification No.. **2024\_ORULB\_104612\_1**
6. Last date & time of receipt of Bid through online **17.00 of Dt. 17.10.2024**
7. Deposit original financial documents online: **11:00hrs of 23.09.2024to 17:00Hrs of 17.10.2024**
8. Opening of Bid on **18.10.2024 at 11:00 Hrs.**
9. The bidder has to participate in online bidding only.
10. Security Deposit: Rs. 2.16 Lakhs in shape of Fixed Deposit/Bank Guarantee in favor of “The Executive Officer, NAC Patnagarh” after award of work.  
For further detail information any one can visit the-procurement portal of the Govt.of Odisha i.e.<http://www.tendersodisha.gov.in>

Exedutive Officer  
NAC Patnagarh

### Memo No-1711/Dt.03/09/2024

Copy submitted to the Director, I&PR Dep't, Odisha, Bhubaneswar, for favour of information, he is requested to published the above in 1 no of English daily News Paper & 2nos of Odia daily newspaper(earlier published) for wide publication.

Copy submitted to the DIO, NIC Collectorate, Balangir for information & request for upload the same Sanitation E-Tender in the District web portal.

Exedutive Officer  
NAC Patnagarh

Memo No 1712/Dt.03/09/2024

Copy submitted to the Collector & District Magistrate, Bolangir/ PD, DUDA, Bolangir/ District Labour Officer, Bolangir with a request to display the same in their respective office notice board for wide publicity.

Executive Officer  
NAC Patnagarh

## NOTIFIED AREA COUNCIL COUNCIL: PATNAGARH

### E-Procurement Notice

Bid Identification No.- 2024\_ORULB\_104612\_1

#### Preface:

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

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

Sl. No.	Name of the work	Estimate cost of work (Annually)	E.M.D@1% of estimated value	Cost of tender paper	Class of Contractor	Agency/ Firm etc.	Period of contract
1	2	3	4	5	6	7	8
1	Providing services i.e. Daily Garbage collection, Daily Road sweeping, Daily Drain cleaning, Daily Garbage lifting, spraying disinfectants and sanitation service including collection of garbage, solid wastes from various sources to Dumping Yard, Bush cutting, Daily drain cleaning, transportation of all kinds of garbage/ waste from source to MCC/MRF Centre identified by the Notified Area Council authority in 15 Nos. of Wards of NAC PATNAGARH i.e. Ward No.01 to 15.	2,16,56,801	2,16,568	Rs. 10,000.00	"B" or Equivalent	Registered firms/ Service Provider/ NGOs those are experience in similar nature of work at least for Five year in ULB. undertaking Institution.	1 (one) Year

- i. Bid documents will be available in website [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) from **11:00 hrs of Dt. 23.09.2024 to 17:00Hrs of Dt. 17.10.2024** for online bidding.
- ii. The EMD as indicated in column - 4 of table 1 should be deposited in the shape of ONLINE PAYMENT in favour of Executive Officer, NAC Patnagarh. The scanned copy of "Cost of tender paper will be submitted in website at the time of submission of bid "ONLINE".
- iii. The cost of Tender paper as indicated in column - 5 of table 1 should be deposited in the shape of ONLINE PAYMENT in favour of Executive Officer, NAC Patnagarh. The scanned copy of Paper cost will be submitted in website at the time of submission of bid "ONLINE".
- iv. Bidder should deposit the signed financial bid of "Cost of tender paper" and "E.M.D." ONLINE mode through [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) from **Dt. 23.09.2024, 10:00AM to Dt. 17.10.2024, 05:00PM.**

### **3. Submission of the e-Tender:**

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

### **4. Schedule for Invitation for Bids:**

- i. Date of issue/opening/publish of Tender Document: **23.09.2024**, 10:00 AM.
- ii. Last date of receipt of Tender : 17.10.2024, 05:00 PM.
- iii. Date & Time of Opening of Tender (Technical Bid): 18.10.2024, 11:00 AM.
- iv. Work Plan Presentation: - : 22.10.2024, 11.00.AM
- v. Date & Time of Opening of Financial Bid : 22.10.2024, 03:00 PM. (subject to the decision of the Tender committee)
- vi. Bid will be opened at the Office Chamber of the Executive Officer, Patnagarh, Notified Area Council through e-Procurement.

**5. Period for Validity of Tender Document:** One year from the date of opening of the Tender.

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

### **7. Scope of Work :**

#### **7.1.Sweeping & waste Collection:**

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

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

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

The bushes & shrubs from roadside beams and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e. removal of silt polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins and transfer it to temporary stations/

MCC/Dumping yard /MRF at Rampali centre and any other site identify by NAC Patnagarh as per the scope of work mentioned in item.7.3

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

The Notified Area Council solid wastes which are generated from various sources and accumulated as mentioned in item-7.1 and item-7.2 noted above is required to be collected and lifted from different collection points/dustbins of that particular ward/lanes and transported to the designated place/temporary transfer station /MCC/Dumping yard /MRF centres as decided by the Patnagarh, Notified Area Council. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc.

The Notified Area Council Solid Waste includes the following:

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses in segregation.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Patnagarh NAC.
5. Garbage generated from bush and grass cutting from road side bushes ensuing proper garbage lifting and conservancy lanes.
6. Unidentified Dead animal.
7. Solid Waste collection .
8. Functional of MCC and MRF with the help of NAC authority.

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

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

#### **Bid Price:**

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

#### **Eligibility criteria of the Bidder:**

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

1. The Manpower Service Provider Agency/Firms/Trust/NGOs shall have at least 5 years' experience in successfully providing unskilled manpower to ULB in INDIA. for performing the similar nature of work i.e. sweeping of streets, cleaning of drains, transporting of MSW.

2. Manpower Service Provider Agency/Firms/Trust/NGOs shall have Financial Turnover of at least Rs.3.00 Crore or more per annum for each of the last Three Financial Years. (Audited Statement to be enclosed)
3. Valid Registration Certificate of the Manpower Service Provider Agency/Firms/Trust/NGOs etc.
4. PAN Card.
5. GST Registration Certificate.
6. Latest GST return.
7. Last One Financial IT return filed by the Manpower Service Provider Agency/Firms/Trust/NGOs etc
8. ISO 9001 certification.
9. Undertaking that the Firm is not debarred/blacklisted by Govt. Or any Competent Authority.
10. ESI Certificate.
11. Valid labour license under contract labour (Regulation and Abolition) Act, 1970 (Minimum 200 labours).
12. Valid & up-to-date EPF registration certificate and deduction vouchers up to last Financial Year issued from concerned RPFC.
13. EMD 1% of the estimated value for one year.
14. The ISD of 1% of Contract Value shall be submitted by the selected bidder and retained for contract the period. However, the EMD submitted by the agency at the time of submission of tender may be refunded. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract within or after 30 days of the completion of the contract.
15. Experience certificate for at least Five years issued by any ULB.

**Evaluation Criteria:**

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

**Financial BID**

1. **• For providing smooth sanitation services, the Tender Committee has decided that each bidder must quote his rate which should be equal or less than and maximum less up to 7 %, otherwise the bid shall be treated unresponsive and will not be considered for further**

valuation and will be disqualified. The bidder must quote his rate up to only two digits after decimal. Also, Wrong computation in Financial Bid will be liable for rejection.

2. NB. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case two bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contract. However, if their technical marks also become equal, then in that case, the selection of the tender shall be decided on the basis of Lottery Process.

### CRITERIA FOR EVALUATION

#### Evaluation of Technical Proposals

Evaluation of proposals shall be made by the Tender Committee. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfilment of eligibility criteria. Only those bidders whose Technical Proposal becomes responsive based on the eligibility criteria shall qualify for further detail 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	Work Plan Presentation	10	<ul style="list-style-type: none"> <li>• Presentation of the only work plan of this ULB through PPT not more than 15 minutes.</li> <li>• Total Marks: 10 marks</li> </ul>

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 06 marks out of 10 marks in technical evaluation shall qualify for financial bid opening.

#### Instructions:

1. The bidders must possess compatible Digital Signature Certificate of class II or Class III.
2. When the bid amount is up to 7% less than the estimated cost in such an event, the Successful Bidder will deposit the *additional performance security* to the extend one times the differential cost of the bid amount. The performance security shall be deposited before Drawl of agreement in shape of Demand Draft/ Bankers Cheque, duly pledged in favour of the Executive officer, NAC Patnagarh payable at Patnagarh and same shall be refunded to the bidder after closer of contact period without interest.
3. The service provider will provide Identity Card to each and every engaged labour.
4. The service provider will display name, address and Mobile Nos. of the labour engaged etc. at least three main identified spots.
5. The service provider will take the attendance of the labour in biometric machine & the same should be reported to the undersigned at the end of every month accordingly the bill will be passed by the undersigned.
6. The Bid documents shall contain scan copy of (a) Valid Registration Certificate, (b) PAN Card (c) GST Certificate (d) Valid EPF & ESI Registration Certificate (e) Labour license from competent authority (f) Should have minimum 5 years of similar working experience in any ULBs in India.
7. The authority reserves the right to reject part or the whole bids without assigning any reason thereof.

-SD-

**Executive Officer  
NAC Patnagarh**

## GENERAL TERMS AND CONDITIONS

01. The bidders are required to inspect and assess the entire geographical area coverage of approximate 27000 population of the Notified Area Council and quote their rates of the labour charges for sweeping, bush cutting, drain cleaning, collection wastes from anywhere in NAC Patnagarh including lifting & transportation of Solid Waste where ever necessary inside Notified Area Council area and disinfecting collection points and spreading disinfectants like bleaching powder etc. The Bidders are expected to examine all the instruction, terms and specification in the bid documents, Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of the bid.
02. The bidder must have appropriate resources, Necessary expertise, Requisite manpower and supervisory ability to undertake the work.
03. The 4nos of Tractors, 3 Nos of LCV vehicles, wheeled barrows and tricycle with dustbin and BOV, bleaching powder, phenyl, mosquito oil, spray machine & other tools & implement will be provided by Notified Area Council authority. as per the Govt Rate the hiring charges of vehicles are to be paid to NAC authority.
04. In any day during inspection of work by the Notified Area Council authority if not found satisfactory deduction as calculated will be deducted from the pay bill of the agency
05. The successful bidder shall execute as agreement with the Executive Officer of NAC Patnagarh within a week from the date of receipt of letter acceptance from NAC Patnagarh failing which the tender will be rejected and the EMD for security deposit will be forfeited.
06. In case of the service of the bidder is not satisfactory to Notified Area Council Authority the NAC Patnagarh has liberty to close the contract with a single 15 days' notice served by NAC Patnagarh to the bidder.
07. NAC Patnagarh reserves the right to extend the period of the contract if required with manual consent of the bidders after closing of the contract period.
08. Patnagarh, Notified Area Council shall have the right to add / delete any condition to the agreement respectively as and when required for smooth management of the sanitation service and lifting of garbage.
09. Preferably the existing DLR staff of the NAC Patnagarh shall be engaged for Sanitation Work.
10. Any legal disputes arising out of this are subject to jurisdiction of Balangir District only.
11. Notwithstanding the above, the NAC Patnagarh reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of tender.
12. The authority reserves the right to negotiate and engage the second lowest bidder in case of default of cancellation of contract.
13. The bidder should not reduce the number of labourers and prescribed the minimum wages of labourers as per Odisha Gazette Notification No.11688/LC Bhubaneswar Dt.07.11.2019 of labour and ESI department, Odisha.
14. The bidders are required to take attendance of the labourer in presence of S.I in charge at Patnagarh NAC.



15. The bidders are required to submit the copy of wages register along with online EPF, ESI challan and online GST paid receipt to the NAC Patnagarh authority of previous month before receipt of monthly bill of next month.
16. The quoted rate shall stand valid up to end of the Current Financial Year & enhance rate would be allowed to contractor during this period subject to instruction & order of the Govt.
17. The bid is meant for carrying out the work for a period of one year, NAC Patnagarh shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.
18. NAC Patnagarh shall have the right to terminate the contract on the ground of improper performance and violation of the terms of the contract without assigning any reason by giving 15 days prior notice
19. Conditional and incomplete bid shall be liable for rejection.
20. Letter of authorization for representing the registered firm/entrepreneur/Private company/NGOs and to sign the bid document should be enclosed along with the bid document.
21. The rate should be clearly mentioned in the tender paper including EPF, ESI etc.
22. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manoeuvre is found, the EMD & Performance guarantee or any other amount deposited against this tender will be forfeited and steps shall be taken for black listing to the bidder.
23. The bidders have to submit all documents as per eligibility criteria shown in the bid documents along with quoted rates.
24. The Sanitation inspector/sanitation expert/ward officer of NAC Patnagarh will supervise the day-to-day sanitation work.

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**Executive Officer,  
NAC Patnagarh**

**SPECIAL CONDITIONS:**

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

-SD-

**Executive Officer,  
NAC Patnagarh**

# CHECK LIST

Sl. No	Particulars	Yes/No	Page No.	Should be left blank for office use only
1	2		3	4
1	Registration Certificate			
2	Valid Labour license under contract labour (Regulation and abolition) Act,1970. (Minimum 100 labours)			
3	Copy of ISO 9001 certificate			
4	Copy of GST registration			
5	Copy of last latest GST Return filed			
6	Copy of last Three financial year audited statement			
7	Copy of last three Financial Year IT Return filed			
8	Copy of PAN Card			
9	EPF Registration Certificate and deduction vouchers issued from concerned RPFC (latest copy)			
10	Copy of ESI Certificate			
11	Undertaking that firm is not debarred / blacklisted by Government			
12	Copy of successfully completed works of similar assignment in last One financial Year in any ULB in India.			
13	EMD of Rs..... drawn in favour of EO, Notified Area Council, Patnagarh.			
14	Differential amount between tendered value and estimated cost ( <i>additional performance security</i> )			
15	Affidavit regarding genuineness / Authenticated documents attached to Bid document citing declaration for rejection if found fabricated/false.			

Date:

Bidders' Signature