



# OFFICE OF THE NOTIFIED AREA COUNCIL

PURUSHOTTAMPUR, (GANJAM) PIN- 761018

Email Id : eo-nacpurushottampur@gov.in / purushottampurnac@gmail.com

Ph. No. 06811-295222



Letter No. 1292 /NAC

Dated. 09-07-2025


## E-TENTER NOTICE: PPUR-NAC-01/2025-26 BID REFERENCE NO.:

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for supply of manpower for execution & management of City Sanitation Maintenance Work in all wards of Purushottampur NAC, Dist.: Ganjam.

The details of the bidding process are as follows:

Sl. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	10-07-2025
2	Last date of receiving Queries through the mail (purushottampurnac@gmail.com)	14-07-2025
3	Site visit and Pre-proposal meeting at Conference Hall of Office of NAC, Purushottampur	15-07-2025 – 3 PM (IST)
4	Replies to the queries & issue of addendum, if any	16-07-2025
5	Last Date of receipt of Proposals through Speed Post, Registered Post & Courier only	23-07-2025 – 4.00 PM(IST)
6	Opening & Evaluation of Technical Bid	24.07.2025 – 11 .00 AM (IST)
7	Opening of Financial Bid	24.07.2025 – 04.00 PM (IST)

Bidders are required to submit documents for the technical evaluation in sealed Cover-I containing "Technical Bid" super-scribed "**Documents for Evaluation of Technical Bid for "Selection of an agency for supply of manpower for execution & management of City Sanitation Maintenance Work in all wards of Purushottampur NAC, Dist.: Ganjam".** The sealed cover must reach the undersigned **on or before 23-07-2025 by 4.00 PM through Speed Post/Registered Post/Courier to the Executive Officer, NAC Purushottampur, Dist –Ganjam, PIN-761018.** The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) .

  
Executive Officer  
NAC, Purushottampur

MEMO NO.: 1293 /NAC

DATED: 09-07-2025

Copy submitted to the Deputy Director, Information and Public Relation Department, Govt. of Odisha for favor of kind information with a request of one time publication in **two Odia daily and one English Daily Newspaper** local edition within a minimum space **on or before 10<sup>th</sup> July 2025** for wide publication.

  
Executive Officer  
NAC, Purushottampur



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Email Id : eo-nacpurushottampur@gov.in / purushottampurnac@gmail.com

Ph. No. 06811-295222



## BID DOCUMENTS

**Request for Proposal (RFP) For**  
**“Selection of an agency for supply of manpower for**  
**execution & management of City Sanitation**  
**Maintenance Work in all wards of Purushottampur**  
**NAC, Dist.: Ganjam”**

**EXECUTIVE OFFICER,**  
**PURUSHOTTAMPUR NAC,**

**DISTRICT: GANJAM**

**GOVERNMENT OF ODISHA**

Page 1 of 45

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*Jr. Sanitation Expert*

*[Signature]*  
Executive Officer  
NAC Purushottampur

*[Signature]*  
Chairperson  
NAC, Purushottampur

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## 1. Objective

Execution of Sanitation maintenance work in all 14 wards of NAC and Supply of manpower like Sanitation worker(s), Drivers, supervisors, security guards etc for Sweeping of roads, cleaning of drains & Bush Cutting in both sides of roads of Waste in a segregated manner (Wet & Dry Waste), assist in door to door collection of household waste whenever required etc and transportation of Municipal Solid waste separately Wet & Dry Waste including other waste to the designated Micro Composting Centre(MCC)/ Material Recovery Facility (MRF)/ any other site as per the direction of the NAC, handling of Cesspool machine, maintenance of FSTP plant & or any other work assigned by the authority.

## 2. Instructions to Bid and Terms and Conditions of the Contract.

- 2.1. The conditional bids if any, shall not be considered and will be out rightly rejected in the very first instance.
- 2.2. All entries in the tender form should be visible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or corrections is permitted. Bids containing overwriting, additions and alternation, erasures, obliteration and other discrepancies may not be considered. However the bidders should properly attest all corrections made by them.
- 2.3. The bidders are 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 bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of bid.
- 2.4. The terms and conditions shall be signed on the below of each page as consent of acceptance by the bidder.
- 2.5. Initially the successful bidder will be awarded contract for a **period of Two year and it may extended for further 1 year with due satisfaction**. The period of the validity of the work may be extended as per the terms and conditions mentioned in this document. However, in case the work is not found satisfactory during the contract period the agreement will be rescinded without assigning any reason thereof at any time during the contract period.

- 2.6. Quoting abnormally low rate / high rate, tender will be rejected w.r.t Letter No.19595/F dated 11-07-2023 of Finance Department , Government of Odisha . Minimum Service charge shall be 3.85% (i.e. 3% profit plus transaction charges like logistics, financing, overhead, and profit for the bidder ) of Total Labor Cost only ( i.e. Cost of Wages including EPF & ESI) only and such charges should not exceed 7% in any case. Bid quoted less than 3.85% and excess than 7% of Total Estimated Labor Cost shall be rejected .
- 2.7. The bid submitted by other than Individual shall furnish proper registered documents like partnership deed in case of partnership firm, Company Registration certificate , BOI /AOP registered deed etc along with other statutory documents .
- 2.8. For all intents & purposes, Service Provider shall be the “Employer” within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by Service Provider shall not have any claim whatsoever like employer and employee’s relationship against the department or office concerned.
- 2.9. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the verification or during the agreement with successful bidder , the Performance Security Deposit & EMD will be forfeited and steps shall be taken for black listing the bidder.
- 2.10. The bidder will take and compile the attendance of the worker in biometric machine and the same should be report to the undersigned at the end of every month.
- 2.11. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
- 2.12. All the original document should be produced to the Executive Officer of the NAC for verification at the time of opening of Bid, Otherwise the bid will be rejected.
- 2.13. Bidders offering for work should have appropriate resources, necessary expertise requisite manpower, proper coordinating and supervisory ability to undertake the work.
- 2.14. The bidder must be willing to give priority while selecting manpower, to the sanitation workers and drivers who are engaged by the NAC as they have prior experience of the sanitation work in Purushottampur town and they are well versed with the area and localities.
- 2.15. The bid is meant for carrying out the work for a period of three years. But initially contract will be given for a period of two year and may be extended to further such period subject to satisfactory performance of the bidder.



2.16. The contract may also be terminated with a 15 days single notice if there occurs any change of Govt. policy/ rules / financing pattern etc. which are beyond control of this ULB.

2.17. In case there are two or more Bidders quoting the same lowest Financial Offer, the authority may in such case can go for

2.17.1. select the preferred bidder on mark secured on technical bid or

2.17.2. lottery or

2.17.3. may call such Bidders for negotiations and select the Preferred Bidder.

*The selection in such cases shall be at the sole discretion of the tender committee.*

2.18. In the event of acceptance of the Preferred Bidder with or without negotiations, the authority shall declare the Preferred Bidder as the Successful Bidder. The ULB will notify the Successful Bidder through a Letter of Award (LoA) that its Proposal has been accepted.

2.19. Not with standing anything contained in this tender document, the Authority reserves the right to accept or reject any Proposal, or to annual 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.

2.20. In case of any dispute arising out of the contract the matter shall be decided as per law within the jurisdiction of Ganjam, Odisha.

### **3. Terms and Conditions of the Contract**

3.1. The Successful Bidder shall execute the Agreement at his own cost within one Week of the issue of LoA or within such further time as the authority may agree to in its sole discretion.

3.2. The bidder must be willing to and if selected shall assign priority to already engaged sanitation workers by NAC, while selecting manpower. Further the successful Bidder is liable to use existing/former outside sanitation workers previously engaged or engaged in this ULB.

3.3. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the authority, if he/she so desires.

3.4. Duty period of Laborer's is 8 hours per day i.e., 6.00am to 10.00am and 6.00pm to 10.00pm preferably and in case of any changes made by the ULB the same will be abided by the bidder. The agency has to perform beyond duty hours in case of emergencies/exigencies.



- 3.5. In case the work on a particular day during inspection by ULB Officials is not found satisfactory, penalty shall be deducted from the bill of the agency and the amount to be deducted will be solely at the discretion of the Executive Officer of the ULB .
- 3.6. As per the Contract Labor Regulation and Abolition Act, 1970, the service provider shall be responsible for ensuring that wages are paid to the contract labor on time. The principal employer shall ensure that the wages are paid on time to the contract labor by the service provider . In case the service provider fails to pay the wages on time or makes short-payment, the principal employer shall be liable to pay the wages to the contract labor directly and recover the amount from the service provider.
- 3.7. The service provider shall not show any excuse for non-payment of wages in time like "there is shortage of funds" , "previous bill not cleared " etc in that case the service providers shall submit the certificate of bankruptcy /insolvency to the authority showing unable to pay wages and the principal employer shall be liable to pay the wages to the contract manpower directly and recover the amount from the service provider. And the contract shall be terminated with immediate effect.
- 3.8. The bill shall be raised by the service provider monthly by 15<sup>th</sup> of every month after payment of wages to manpower and deposit of EPF, ESI etc
- "For e.g.: The wages for the due month of August'2025 shall be paid to manpower by 7<sup>th</sup> of September '2025, EPF,ESIC and any other statutory dues shall be deposited by 10<sup>th</sup> of September'2025 and bill /Invoice may be submitted by 15<sup>th</sup> of September'2025 to the Executive Officer ,NAC Purushottampur".*
- 3.9. The rate of wages shall be paid to the worker in compliance to the rate fixed by the Labor Commissioner , Odisha from time to time.
- 3.10. The Executive Officer or his representative can inspect the sanitation work of Agency at any time.
- 3.11. The Bidder shall employ equitable gender representation and deploy both Male and Female sanitation worker. The worker engaged by the bidder should not be below the 18 years of age should be as per instruction of Government of Odisha from time to time.
- 3.12. The service provider shall mandatorily submit the following documents along with the EPF (ECR along with payment confirmation statement) , ESI ( Challan and ECR) payment statement generated from the portal , & Muster roll of all the workers having signatures of the workers, verified engaged in ULB during the raise of the invoice. The bidder shall not be allowed to engage any worker without EPF & ESI.



- 3.13. No advance payment shall be made to the Service Provider.
- 3.14. The Sanitation worker supplied by the bidder to this ULB shall not be allowed to work in other organization of Govt. or private in any circumstances and cannot perform their work in multiple organization at a time.
- 3.15. Continuance of job of worker would be subject to the satisfactory performance & decision of the competent Authority post performance appraisal
- 3.16. The supervisor deployed by the bidder for supervision of work should have relevant experience of supervising sanitation activity .

4. **Scope of Work**

4.1. **Distribution of work on the basis of zones:**

For the purpose of smooth operation and monitoring the entire 14 wards

4.2. **Detailed scope of work**

4.2.1. **Sweeping & Cleaning of the Streets etc.:**

The entire roads, lanes, bi-lanes, of the ward should remain always clean i.e., throughout the day. Sweeping will be conducted at least once daily in residential areas and twice in commercial areas. The solid wastes resulting from sweeping are to be collected from the source of its generation throughout the area. Solid wastes shall have to be collected from all identified road sides, Secondary collection points, garbage vulnerable points (GVP), dustbins/garbage bins placed within the specified area, from market places including commercial / industrial / institutional units and from bins placed by various commercial units. All garbage generated from sweeping related activities along with garbage dumps, GVP and secondary collection points will be on a daily basis. Night sweeping will also form part of the sweeping activity and shall be conducted in all the commercial and public places as decided by NAC which is a mandatory condition in the sanitation work. Cleaning of all drains and roads of the concerned ward & other sanitation work on a daily basis

The agency shall ensure that the temporary collection points are clean and free of garbage at any time of the day. Each sanitation worker engaged will be responsible for cleaning at least 500-750 meter of the identified lane/road.

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- 4.2.2. The bushes & shrubs from roadside beams & conservancy lanes are to be cleaned by the agency.
- 4.2.3. The roadside drains and all drains inside the lanes and by-lanes of the NAC are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid choking of the drains. De-silting of the drains also will form part of the drain cleaning activities and will be required to be completed as per schedule drawn up by the NAC. Cleaning of all surface drains and its culverts of specified area at least 4 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 shall be ensured.
- 4.2.4. The executing agency after daily sweeping and cleaning activities shall have to ensure complete removal of entire solid wastes from the specified areas to the full satisfaction of the officer-in-charge of NAC Purushottampur and in case the agency does not comply to the instructions of the officer-in-charge of NAC Purushottampur may engage any other agency for removal of such solid wastes which has not been collected by the executing agency and in such case; the cost of collection and removal through the other agency shall be recovered from the bills of the original approved executing agency.
- 4.2.5. The officer-in-charge from NAC 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 safety devices for the health and safety of the laborer's engaged as may be required for the job and as per direction of the Officer-in-charge. In case of non-compliance of above by the executing agency, Municipality reserves the right to cancel the contract at any time within the specified period of contract with one month notice served to the agency from Municipality.
- 4.2.6. DISPOSAL OF DEAD BODIES**
- 4.2.6.1. All unidentified human dead bodies referred by the police or by ULB will be buried at burial ground, NAC. A suitable incentive will be given to the labour those are be engaged for this burial purpose at the end of the month once the agreement is done. The service provider will submit the muster roll



of labour duly certified by Sanitary in- charge or Health Officer as would be notified by NAC.

4.2.6.2. All animal dead bodies will be disposed properly at designated site, after receiving the requisition letter from public/official, the labour engage by service provider will dispose the dead bodies. A suitable incentive will be given to the labour those are be engaged for this burial purpose at the end of the month once the agreement is done. The service provider will submit the muster roll duly certified by Sanitary In- charge or Executive Officer along with the

- a) Big Cow/Ox
- b) Calf
- c) Dog
- d) Any other as per the direction of the Executive Officer

4.2.7. Apart from the the agency will be required to engage the manpower in other sanitation works as may be instructed by the NAC from time to time.

**4.2.8. Collection & Transportation of solid wastes**

The solid wastes collection to be collected from different source & different places inside the specified area, shall have to be suitably loaded into transporting vehicles such as tractors, LCVs, Pushcarts as per requirement and shall have to be transported to the different MCC/MRF/ approved dumping yards identified by the Officer-in-Charge of Municipality., and the solid wastes will be unloaded by the agency at these sites.

The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be supplied by NAC as per direction of the Officer in Charge of NAC. The Municipal Solid Waste inter-alia in this regard shall include the following.

- i. Garbage arising from street sweeping and cleaning of drains.
- ii. Garbage from roadside dustbins.
- iii. Garbage accumulated at temporary collection points identified by NAC
- iv. Garbage generated from bush and grass cutting from road side bushes and conservancy lanes.

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- v. Any other waste as would be decided by the NAC from time to time
- vi. During 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 Municipal Authority/Sanitary Inspector of this Municipality.
- vii. In the case of emergency i.e cyclone etc Special Cleaning and essential sanitation work shall be required and the agency will comply with the instructions of the NAC in this regard.
- viii. Wastes generated from Road sweeping & Drain cleaning shall have to be collected separately (Wet & Dry) for transportation to the designated MCC/MRF/Dumping Yard on daily basis
- ix. The services shall be provided on all days of the week, irrespective of any National Holidays, Festivals or local holiday.
- x. Collection and transportation of the MSW shall be made by means of Pushcart, LCV & Tractors or any other vehicle regularly.
- xi. The C&D waste will be collected and Transported to the C&D Plant /land fill side as authorized by NAC.
- xii. The agency shall be required to keep back up personnel so as to ensure that the given number of workers are available at all time.
- xiii. The agency will deploy the extra manpower whenever required by the NAC.

#### **4.2.9. Supervision and monitoring :**

The service provider agency will ensure daily monitoring of the sanitation activities conforming to quality, quantity, frequency and order as instructed by the NAC under the Supervision Team constituted by the NAC. Towards this the agency will engage its own resources. Daily reporting to the authorized in-charge of NAC for respective zones in the prescribed format will be required . The agency will suitably represent itself in all review/planning and other meetings convened for sanitation purpose.

#### **4.2.10. Machinery, & Tools**

- a) The tools and plants like Pushcarts, tractors etc available with NAC may be used by the agency.

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- b) The NAC authority provides Bleaching, phenyl, lime powder, disinfectants and other chemicals for use in garbage handling and storage which has to be used by agency as per instructions.
- c) The Agency will be providing tractors, JCB or any other requirement of machinery related to the sanitation activities as and when required by the ULB with prior permission of the authority by charging hiring cost as prescribed by the government of Odisha from time to time for transporting the solid wastes collected from different places and the solid wastes will be unloaded by the agency at MCC/ MRF/dumping yard of NAC, Purushottampur.
- d) The Tools like crowbar, knife, shovel, spade, Bamboo Basket, Coconut broom shall be provided by the ULB however Gloves, shoes, uniform, RR aprons & Helmet and other Personal Protection Equipment etc will be provided by the agency with its own cost.

#### **4.2.11. MATERIAL RECOVERY FACILITIES**

All the dry waste collected separately are to be transported to the MATERIAL RECOVERY FACILITIES, (MRF) unless otherwise authorized by NAC .

#### **4.2.12. COLLECTION AND TRANSPORTATION OF CONSTRUCTION AND DEMOLITION WASTE**

The service provider will collect the construction and demolition waste as per instruction of Executive Officer, NAC and transport such waste for filling of low land area or to the C&D plant as per instruction of Executive Officer, NAC.

#### **4.2.13. PROVISION OF PERSONAL PROTECTION MEASURE FOR SANITATION WORKER**

The service provider shall provide the personal protection equipment's to the sanitation worker at their own cost such as Hand Gloves, Gum Boots, Masks, Umbrella, sanitizer (Soaps), Rainy Coats etc. The agency shall ensure that none of the worker engaged appear without personal protection equipment/measure during work.

#### 4.2.14. PROVISION OF PHOTO-ID AND UNIFORM OF SANITATION WORKER

The service provider shall provide personal Photo ID daily ,a pair of RR Apron , Uniform as suggested by NAC, to the sanitation worker at his own cost. The sanitation worker having no Photo Id or Uniform shall not be allowed perform the duty on that day.

#### 4.2.15. CITIZEN GRIEVANCEREDRESSAL

A complain register as per the Performa provided by the Executive Officer, NAC, shall be maintained by the agency . The complaints received from the public as well as the instructions given by Sanitary in charge, Executive Officer and Chairperson/ Administrator, NAC will be noted down in that register. The complaints received from the public will be addressed by the service provider at the earliest possible

- a) Disposal of dead body (of animals like cow/dog/bull etc.: Immediately
- b) Cleaning and Sweeping : Immediately
- c) Lifting of Waste : within 01hours
- d) Cleaning of drain : within 06hour

#### 5. Eligibility Criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Bid, a bidder shall fulfil the following conditions of eligibility. Applicants must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

#### GENERAL TERMS AND CONDITIONS OF ELIGIBILITY:

- 5.1.1 The bidder should be in operation in the field & Should have prior experience in engagement with Govt. sector like Municipal Corporation, Municipality and other Govt. Office, and Public sector Department, and should have adequate man power for Sanitation Work.
- 5.1.2 The Proof of experience should be accompanied with the Technical bid of tender document( i.e. Agreement, Work order with the project cost).The bidder must have successfully completed at least 5-year experience in Sanitation in urban areas.











**5.1.3** Neither the Head of the Company/ Trust/ Society/ Agency/ NGO/ firms Institution, nor any employee of the Agency etc., should be a Govt. /Semi Govt. employee or the employee of any Govt.-undertaking in any (casually/ contractually directly or indirectly)

**5.1.4** The bidder must have completed at least one (1) assignment management of sanitation work in urban area and supply of manpower of project cost of minimum INR 1(one) crore within the 3 years preceding the proposal due date.

**5.1.5 Financial eligibility:**

The bidder should have an annual average turnover of INR 5.00 Cr (Rupees Five Crores) duly certified by chartered accountant during last 3 (three) financial years i.e. 2024-25, 2023-24 & 2022-23 with all supporting documents in Annexed in Annexure -V

**6. Evaluation Criteria**

The evaluation of each Qualification Proposal shall be undertaken based on the following criteria (**Qualification Criteria**):.

Evaluation of the Qualification Proposals will be done only for those Bidders who meet the Eligibility Criteria

**6.1.** Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned in Clause 4.

**6.2.** Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as table no1 clause no-5. For each Qualification Proposal, the total points that can be awarded for each Bidder are 100 marks , and the minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is **50 marks**

**Table 1: Evaluation Criteria**

Sl.no.	Parameters	Qualifying Marks	Maximum Marks
1.	<b>Turnover - Average annual turnover (Three years not before 2021-22):</b> Below 5Cr. – 0-Zero- marks, Rs. 5Cr. – up to Rs.10 Cr. – 10 –Ten-marks Rs. 10Cr. – up to Rs.20 Cr. – 20-Twenty- marks & Above Rs.20Cr – 30-Thirty- marks  <i>Note: To be verified from Turnover Certificate issued by a Chartered Accountant /Company Secretary or any equivalent professional.</i>	10	30
2.	<b>Years of experience in handling Municipal Waste and supply of manpower to Government Institutions in Odisha for sanitation maintenance purpose.</b> Upto Three Years – 0 Marks Three Years to Five Years – 5 Marks Five Years to Seven Years –10 Marks Seven Years to Ten Years –15 Marks More than Ten Years – 20 marks  <i>Note: To be verified from Experience Certificate / Work Orders copy/agreement copy or any equivalent documents.</i>	10	20
3.	<b>ISO CERTIFICATION</b> ISO 9001 (QMS) : 4 marks ISO 14001 (EMS) : 3 marks ISO 45001 (OHSMS) : 3 marks ALL THREE: 10 MARKS	10	10
4.	<b>Capacity of Manpower</b> 200 to 299 persons– : 05 –Five- Marks 300 to 499 persons -: 10-Ten- Marks 500 to 699 persons : 15-Fifteen-Marks 700 to 1000 persons : 20-Twenty-Marks <i>Note: To be verified from Valid Labor License or any equivalent documents.</i>	10	20
5.	<b>Technical Presentation of Resources &amp; work plan</b> Proposed man power, operating procedure and quality control mechanism Work plan, manpower deployment modalities, grievance readdressed, protocol, value provided to Authority Approach & methodology Use of Technology in the service & innovation Case studies/ Success stories in existing & past project  <ul style="list-style-type: none"> <li>• Outstanding - 20 –Twenty -Marks</li> <li>• Good - 10-Ten-Marks</li> <li>• Not Submitted – 0-Zero Marks</li> </ul> <i>Note: To be ascertain by the Committee from the presentation /document submitted by the bidder in respect of any achievement /success story of the firm/Innovative suggestion about method for the execution of sanitation maintenance activities , innovative ideas for usage of technology in sanitation activities etc</i>	10	20
<b>TOTAL</b>		<b>50</b>	<b>100</b>

**NOTE: The Bid scored less than qualifying marks shall be rejected and financial bid the said bidder shall not be opened.**

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a) **Financial Proposal Evaluation Process:** The evaluation will be done in Least Cost (LC) method. The Financial Proposals will be opened of those agencies who will secure , a minimum score of 50 marks out of 100 on its Technical Proposal. The financial proposal will be opened in the presence of the Bidder/ their representatives. The Financial Proposal with the Lowest Cost shall be marked as the First Ranked Applicant while the next lowest Financial Proposal shall be marked as the Second Ranked Applicant and so on. If the financial quotation is found to be equal for two or more no. of bidders , then it will be decided based on result of the lottery in presence of the bidders or their representatives.

The Selected Bidder shall be the First Ranked Applicant. The Second Ranked Applicant and Third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the First Ranked Applicant withdraws or fails to comply with the requirements specified in the RFP.

For the purpose of evaluation of the Financial Proposals, the Least Cost quoted by the Bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the Authority).

The successful bidder may call for the negotiation by the Authority if required.

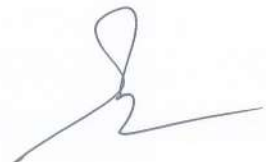
#### 7. Tender Document Fee

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of "**Executive Officer, NAC, Purushottampur**" payable in Odisha for **INR 15,000/- (Rupees Fifteen Thousand Only)** is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.









#### 8. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft / Bank Guarantee (format provided in Annexure VII) from any scheduled commercial bank in favor of **"Executive Officer, NAC, Purushottampur"** payable at **Purushottampur** for **INR 5,00,000/- (Rupees Five Lakh only)** is to be furnished by the bidder along with the Technical proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying with the authority is allowed. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between the Authority and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be adjusted in the performance security deposit..

The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned

#### 9. Validity of Bid

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

#### 10. Currencies of Bid and Payment

The prices shall be quoted by the bidder entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees.

#### 11. Disputes

All legal disputes are subject to the jurisdiction of Courts in Ganjam District , Odisha only.

#### 12. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by the Authority will be hosted only on the websites [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) & <https://nacpurushottampur.in/tender.html>









### 13. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the Agency has:

- a) made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism
- b) received all relevant information requested from The Authority
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of the Authority;
- d) satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e) agreed to be bound by the undertaking provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Authority.

### 14. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Authority reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The Authority, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit sufficient information as being asked for

*Secretary*

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*[Signature]*

*[Signature]*



### 15. Pre-Proposal Meeting

Bidders requiring any clarification on the selection process may send their queries to the Authority via email prior to the Pre-Proposal Meeting.

The queries shall be sent before the pre-proposal meeting to "purushottampurnac@gmail.com"

The **Pre-Proposal Meeting** will be held in the Conference Hall of Office of NAC, Purushottampur at the time and date mentioned in the Bid Schedule at point no15. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting and technical/financial openings for the said project.

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The responses will be sent by e-mail. However, the Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

### 16. Bid Schedule

Sl. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	10-07-2025
2	Last date of receiving Queries through the mail (purushottampurnac@gmail.com)	14-07-2025
3	Site visit and Pre-proposal meeting at Conference Hall of Office of NAC, Purushottampur	15-07-2025 – 3 PM (IST)
4	Replies to the queries & issue of addendum, if any	16-07-2025
5	Last Date of receipt of Proposals through Speed Post/Registered post /Courier only	23-07-2025 – 4.00 PM(IST)
6	Opening & Evaluation of Technical Bid	24.07.2025 – 11 .00 AM (IST)
7	Opening of Financial Bid	24.07.2025 – 04.00 PM (IST)

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### 17. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be filled up online in e-tender Odisha . And supporting documents including original copy of financial instruments w.r.t Tender Paper cost and EMD , Affidavits etc for evaluation of Technical Bid , along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

- **Part-A-** Technical Proposal as per the Format attached in the Annexures-I,II,III, IV,V of this RFP.
- **Part-B-** Properly sealed Financial Proposal in the specified format as per Annexure VI of this RFP (**PHYSICAL COPY NOT TO BE SENT** ).

The **Technical proposal (Part A)** in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

**Part-A:**

**Technical proposal for "Selection of an agency for supply of manpower for execution & management of City Sanitation Maintenance Work in all wards of Purushottampur NAC, Dist.: Ganjam"**

**The Bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.**

The inner and outer envelopes shall be addressed to the Authority at the following address:

To

The Executive Officer,  
NAC, Purushottampur  
Purushottampur, Dist: Ganjam ,  
Odisha.-761018.

**Note:**

The opening of the Financial bid shall be opened online in E-tender Odisha after evaluation of technical proposal and as per the scheduled dates which shall be intimated by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

### 18. Documents to accompany the proposal:

#### **PART – A (Technical Proposal)**

The bidder must submit the following particulars/documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- a. Covering Letter and Details of Applicant as per Annexures I and II, respectively.
- b. Non-refundable Document Purchase Fee of **INR. 15,000/- (Rupees fifteen Thousand Only)** (including GST) in the form of Demand Draft payable in favor of "**Executive Officer, NAC, Purushottampur**" payable at Purushottampur drawn on any scheduled commercial bank.











- c. **Refundable Earnest Money Deposit of INR. 5,00,000/- (Rupees five Lakh only)** in the form of a Demand Draft as Bid Security in favor of “**Executive Officer, NAC, Purushottampur** ” payable at Purushottampur drawn on any scheduled commercial bank.
- d. The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- e. Annual Financial Statements for the last three Financial Years or a Certificate duly certified by Chartered Accountant indicating the Operating Annual Turnover for the mentioned years.
- f. All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner. All the pages should be numbered clearly.
- g. The Agency must not have been blacklisted or debarred either by the tender inviting authority or by any State Government or Government of India Organization / by any PSUs. The agency shall submit the affidavit from Executive Magistrate only regarding the same on Non- Judicial Stamp Paper of Rs.100/- , And if it is detected during the course of bid evaluation , the bid shall be rejected along with forfeiture of tender paper cost and EMD.
- h. Proof of work experience of similar nature (*as mentioned in 4.1.2*) in the form of Work-Orders, Agreement, clearly indicating the project cost and scope of the work and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in **Annexure III**. if the above mentioned document found missing in the bid document submitted by the bidder then that project will be not taken into consideration.
- i. The Agency failing to submit all the specified documents shall be summarily rejected.
- j. Copy of Valid PAN & GST Registration Certificate.
- k. Copy of the I.T. Return filed for the last three financial years; **2023-24, 2022-23 & 2021-22**
- l. Copies of E.P.F. and E.S.I. Certificates for minimum 300 number of labour
- m. Valid Labour License for minimum 300 number of labours
- n. Copy of the latest GST return .
- o. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the Ganjam District or at least within 200 KM from Purushottampur . The bidders has to produce the document of the nearby registered office address (agreement with owner/document of his own property)
- p. They should have their own Bank Account

#### **PART – B (Financial Proposal)**

The bidder must submit the Financial Bid online in e Tender Odisha .

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#### **19. Amendment / Modification**

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

#### **20. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

#### **21. Bid Submission Due Date**

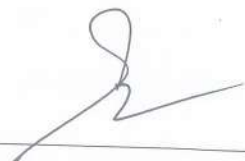
Duly sealed proposal from the bidder filled in all respect must reach Authority at the address, time and date specified in the RFP through Speed / Regd. Post /Courier. If the specified date for the submission of proposal is declared as a holiday for the authority the proposal will be received up to the appointed time on the next working day.

#### **22. Late Submission**

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

#### **23. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by the Authority.



#### **24. Bid Opening Date**

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**Conference Hall of NAC, Purushottampur , AT Purushottampur, Dist: Ganjam**

The authorized representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

#### **25. Award of Assignment**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.


#### **26. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA and deposit of the Performance Bank Guarantee. The successful bidder shall not be entitled to seek any deviation in the Agreement. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Municipality will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Municipality by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.









## 27. Commencement of Assignment

The selected Agency shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

## 28. Termination

### 28.1. Termination by NAC

NAC may terminate this Contract due to any of the following events of default by the Bidder

The Bidder has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.

- a. Any representation made or warranties given by the Bidder under this Contract is found to be false or misleading.
- b. The bidder has been adjudged as bankrupt or become insolvent.
- c. The BIDDER has created any encumbrance, charges or lien in favour of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.
- d. A resolution for voluntary winding up has been passed by the shareholders/partners of the BIDDER.
- e. Any petition for winding up of the consultant has been admitted and liquidator or provisional liquidator has been appointed or the consultant has been ordered to be wound up by court of competent jurisdiction, except for the purpose of amalgamation or reconstruction with the prior consent of NAC, provided that, as part of such amalgamation or reconstruction and the amalgamated or reconstructed entity has unconditionally assumed all surviving obligations of the BIDDER under this Contract.
- f. It has been proved beyond reasonable doubt that consultant has been party to or has allowed any unlawful activity during the Contract Period;
- g. The BIDDER has abandoned the Project. NAC's reserves the right to terminate the Contract with a prior notice period of at least 30 days to the BIDDER.
- h. 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.

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## **28.2. Termination for Force Majeure**

The Contract may be terminated due to Force Majeure Reasons.

## **28.3. Consequences of Termination**

- (i) Without prejudice to any other consequences or requirements under this Contract or under any law, the following consequences shall follow upon expiry of the Contract Period by efflux of time or due to a Force Majeure Event or the BIDDER's Event of Default. However, if the Contract is terminated due to BIDDER Event of Default, then the NAC may forfeit the Performance Security.
- (ii) Applicable Permits: The consultant shall, at its own cost, transfer to NAC all such Applicable Permits, which the NAC may require, and which can be legally transferred.
- (iii) The Parties shall perform/discharge their respective obligations to be performed or discharged under the provisions of this Contract on the termination in entirety.

## **28.4. Rights of NAC on Termination**

Notwithstanding anything contained in this Contract, NAC shall not, as a consequence of Termination or otherwise, have any obligation whatsoever including but not limited to obligations as to compensation for loss of employment, continuance or regularization of employment, absorption or re-employment on any ground, in relation to any person in the employment of or engaged by the BIDDER in connection with the Project.

## **29. Performance Guarantee**

The selected implementing agency need to submit 15lakhs (Rs.15,00,000/-) as performance security deposit in the form of a Demand Draft or Bank Guarantee in favour of 'Executive Officer, NAC, Purushottampur , prior to signing of the contract.

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*(Signature)*

*(Signature)*

*(Signature)*

### 30. Payment Structure

- a) Bills for payment will be prepared on monthly basis as per contract agreement & work order after satisfactory performance only. The amount will be released within minimum possible time submission of bill by the agency subject to availability of funds.
- b) The bill for month shall be paid after submission of bill and statutory payments of statutory dues such as EPF, ESI etc for the current month.
- c) The bill shall be raised by the service provider monthly by 15<sup>th</sup> of every month after payment of wages to manpower and deposit of EPF, ESI etc

“For e.g.: The wages for the due month of August’2025 shall be paid to manpower by 7<sup>th</sup> of September ‘2025, EPF, ESIC and any other statutory dues shall be deposited by 10<sup>th</sup> of September’2025 and bill /Invoice may be submitted by 15<sup>th</sup> of September’2025 to the Executive Officer ,NAC Purushottampur”.

- d) The price as quoted by the service provider shall remain unchanged during the contract period but in case of revision of minimum wages by Govt. of Odisha and increase in the price of the fuel the same will be applicable to the service provider and will be paid to the agency by the ULB.
- e) The authority may withhold any reasonable amount from the monthly bill due to bad or unfinished work and the same will be paid after due compliance.

### 31. PRICE ESCALATION

Price escalation will be considered on the occasion of hike of minimum wages price as per Labor Deptt. Circulars only .

### 32. PENALTY

- (i) In case the agency fails to commence/execute the work as stipulated in the agreement or performs on unsatisfactorily or does not meet the statutory requirements of the contract, Executive officer reserves the right to impose the penalty or cancel the agreement.
- (ii) **OTHER PENALTY CLAUSE\*\*\***

In case of agency fails to commence / execute the work in the following areas, Municipality reserve the right to impose the penalty as detailed below.



Sl.No	Penalty for the following Component	Penalty
	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value
	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties	cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act
	If the employee is found responsible for any theft, loss of material/ articles and damages	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the authority . Replacement of employee within 2 days.
	If the employee is found responsible for disobedience/ misconduct	1st Instance:  Warning/ counselling of employee as decided by the authority depending on the gravity of the act  2nd Instance:  Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the authority and Warning to Service Provider depending on the gravity of the act.  3rd Instance  Cancellation of the contract with cancellation charges @ 10% of the order value
	If the employee is absent or takes leave for more than 2 days without informing authority or taking prior approval without substitute being provided by the service provider.	1st Instance:  Substitute within 2 days of intimation from authority failing which, up to 15 days, 1day wages of absent resource/s per day. Beyond 15 days, cancellation of the

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		<p>contract with cancellation charges @ 10% of the order value</p> <p>2nd Instance:</p> <p>Substitute within 2 days of intimation from authority failing which, up to 15 days, 2 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value</p> <p>3rd Instance</p> <p>Cancellation of the contract with cancellation charges @ 10% of the order value</p>
	<p>If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace</p>	<p>1st Instance:</p> <p>Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the authority depending on the gravity of the act</p> <p>2nd Instance:</p> <p>Cancellation of the contract with cancellation charges @ 10% of the order value</p>
	<p>Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)</p>	<p>1st Instance:</p> <p>Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days</p> <p>2nd Instance:</p> <p>Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is</p>

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		deposited to respective stakeholders and proof of same is submitted to Authority  3rd Instance  Cancellation of the contract with cancellation charges @ 10% of the order value
1	Any manpower not having valid Photo ID during work hour	Rs. 50/- per person per day.
2	Worker not found in proper uniform & without PPE	Rs. 50/- per person per day.
3	Indulging in smoking/drinking alcohol	Rs. 500/- Substance above or any other mis-Conduct during duty hour (The offence mentioned above will need to be Established)
4	Non-removal of waste from collection point	Rs. 500/- per point
5	Non-performance regarding waste collection by tri-cycle or any BOV	Rs.1000/- per push cart/BOV per day
7	If any person is found performing duty by submitting a fake name address	Rs. 500/- per person per day, In addition legal action shall be taken against the provider.
8	Strike of sanitation worker:	Rs.20000/- per day +Wages of all the sanitation worker of the same day.

*Satish*

*(Signature)*

*(Signature)*

*(Signature)*

**33. Check List of Submissions: In official letter pad**

S.N.	Particulars	Submission by Bidder	Page No
		Yes/ No/ NA	
Technical Proposal consist of following documents and should be packed in Separate sealed envelope			
1	Tender Document fee of Rs. 15,000/-		
2	EMD of Rs. 5,00,000/-		
3	Affidavit of non-blacklisting		
4	Annexure –I Covering Letter (On official Letter pad)		
5	Annexure –II Details of Applicant(On official Letter pad)		
6	Annexure –III Format for Project Data Sheet  (On official Letter pad)		
7	Annexure –IV Power of Attorney  (On official Letter pad)		
9	Annexure –V Financial Capability of Bidder  (On official Letter pad)		

All the documents submitted by the bidder should be numbered page wise & all the document will be verified as per the pg.no indicated in the checklist.

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## Annexure- I

**Covering Letter:** \_\_\_\_\_ (On the official Letterhead of the applicant)

To,

The Executive Officer,  
NAC, Purushottampur  
Dist: Ganjam .

Date: \_\_\_\_\_

**Ref: Selection of an agency for management of the sanitation work and supply of the sanitation worker at NAC, Purushottampur .**

1. With reference to your RFP document \_\_\_\_\_, dated \_\_\_\_\_, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our **"Selection of an agency for execution & management of the sanitation work and supply of the sanitation workers in all wards of NAC, Purushottampur"** for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

*Santika*

*(Signature)*

*(Signature)*

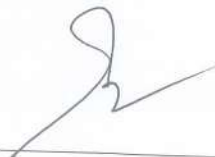
*(Signature)*

6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
- (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
  - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.









10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer a EMD/BID Security of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) to the Authority in accordance with the RFP Document along with the tender paper cost of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) to the Authority in accordance with the RFP
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted in separate files.

*Sentis*

*(VP)*

*[Signature]*

*[Signature]*



17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

**Date:**

**Place:**

**Signature, name and designation of the  
Authorized Signatory with name and seal  
of Bidder**

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Page 34 of 45

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*[Signature]*

Annexure-II

Sl. No	<u>Details of Applicant on official letter pad</u>			
1	Name of the Agency			
2	Details of the Demand Draft			
3	Tender paper Cost-Rs.15,000	Name of the Bank	date of issue	DD. No
4	EMD-Rs5,00,000/-	Name of the Bank	date of issue	DD. No.
5	Name of the contact Person			
6	Designation			
7	Address	Present address :	Permanent address:	
8				
9	E-mail ID			
10	Fax Number			
11	Registration Number of the Company/Society etc if any			
12	If the Agency has a registered office in Odisha (Yes/No):			
13	Full address of Registered Office in Odisha			
14	If the agency has a corporate or Branch Office in Ganjam or nearby .			
15	Full address of Registered Office in Ganjam or nearby .			
16	Mobile Number of the contact person at Registered Office in Odisha.			

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16	Mobile Number of the contact person at Registered Office in Ganjam or near by	
17	EPF REGISTRATION No. With attached copy	
18	ESI REGISTRATION No. With attached copy	
19	PAN Card No	
20	GST No	
21	Average Annual Turnover (2020-21,2021-22,2022-23)	

Signature, name and designation of the Authorized  
Signatory with name and seal of Bidder

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### Format for Project Data Sheet

**Note: The work order along with other relevant documents shall be attached with every project. Experience of only completed projects will be considered for evaluation. The mentioned project without the relevant documents will not be considered.**

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*[Signature]*



#### Annexure- IV

##### Power of Attorney

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the **"Selection of an agency for execution & management of the sanitation work and supply of the sanitation workers at NAC, Purushottampur "** (Project) proposed to be developed by the Department of Tourism including but not limited to signing and submission of all Bids/ Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/responses to the Authority, presenting us in all matters before the Authority, signing and execution of all contracts including the Event Management Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the Event Management Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

Secretary

Mr.

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IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED  
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_

For

.....

Accepted

\_\_\_\_\_ (signature)

(Name, Title and Address) of the Attorney

*Note:*

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

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(Signature)

(Signature)

(Signature)



## Annexure V

### Financial Capability of Bidder

Name of the Applicant: \_\_\_\_\_

Sl. No.	Particulars	2021-22	2022-23	2023-24
1.	Turnover			

Note:

1. Attach copies of Annual Audited Balance Sheets, Profit-loss statement and IT Returns Certificate for the past 3 years
2. Attach Copy of Provisional Balance Sheet , Profit & Loss State for for the F/Y 2024-25.
3. The above data must be submitted by Applicant, duly certified by Statutory Auditor such as Chartered Account.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorized Signatory)

(with seal & registration no.)

Place:

Date:

Annexure VI

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FINANCIAL PROPOSAL

To,  
Executive Officer,  
NAC, PURUSHOTTAMPUR  
Ganjam

Ref: "Selection of an agency for management of the sanitation work and supply of the sanitation worker at NAC PURUSHOTTAMPUR , Ganjam"

We, the undersigned, offer to provide the agency services for the Selection of an agency for management of the sanitation work and supply of the sanitation worker at NAC, Purushottampur in accordance with your Request for Proposal dated .....[Insert Date] and our Financial Proposal (For One season of Service) as per details mentioned below:

**Schedule-I (Rate to be quoted):- For machinery**

Name of the Machinery to be used for sanitation purpose	No .of machinery	Scheduled rate	Tax(if Any)	Total (Amount in Rs.)
In words:-				

**NOT TO BE SUBMITTED IN PHYSICAL MODE**









**Schedule-II:-details of the schedule I(Rate quoted)**

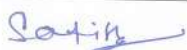
SL NO	CATEGORY	NOS	WAGE PER DAY	WAGES PER 365 DAYS	EPF @ 13% per person (F*13%)	ESIC @ 3.25% per person (F*3.25%)	TOTAL Amount PER YEAR per person (I*12)
A	B	C	D	E	F	G	H
1	UNSKILLED	74	462	12478620	1622221	405555	14506396
2	SEMISKILLED	6	512	1121280	145766	36442	1303488
3	SKILLED	8	562	1641040	213335	53334	1907709
		88		15240940	1981322	495331	17717593
4	Service charge @ 3.85%						1328819
5	TOTAL ESTIMATED PROJECT COST						19046412
RUPEES ONE CRORE NINETY LAKH FORTY SIX THOUSAND FOUR HUNDRED TWELVE ONLY							
6	QUOTED RATE :						
4	Grand (Cost)	Total	In Numbers				
			In words				

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

Signature, name and designation of the Authorized  
Signatory with name and seal of Bidder





Annexure VII

**PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

(ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No. \_\_\_\_\_ Dated \_\_\_\_\_ or  
**Selection of an agency for management of the sanitation work and supply of the  
sanitation worker at NAC, Purushottampur , M/s \_\_\_\_\_**  
Address \_\_\_\_\_ [Herein after referred to as Bidder wishes to  
participate in the said tender and a Bank Guarantee for the sum of INR  
\_\_\_\_\_ [Rupees \_\_\_\_\_ valid  
for a period of \_\_\_\_\_ days (in words) is required to be submitted by  
the Bidder towards the Earnest Money Deposit.

1. We the \_\_\_\_\_ [Indicate  
the Name of the Bank] [Hereinafter referred to as 'the Bank'] at the request of  
the Bidder do hereby unequivocally and unconditionally guarantee and  
undertake to pay during the above said period, on written request by Executive  
Officer, NAC, Purushottampur amount not exceeding INR  
\_\_\_\_\_ to the Executive Officer, NAC, Purushottampur, without  
any reservation. The guarantee would remain valid up to \_\_\_\_\_  
[date] and if any further extension to this is required, the same will be extended  
on receiving instructions from the Bidder on whose behalf this guarantee has  
been issued.
2. We the Bank do hereby further undertake to pay the amounts due and payable  
under this guarantee without any demur, merely on a demand from the  
Executive Officer, NAC, Purushottampur stating that the amount claimed is  
due by way of loss or damage caused to or would be caused to or suffered by  
the Executive Officer, NAC, Purushottampur by reason of any breach by the  
said Bidder of any of the terms or conditions or failure to perform the said Bid.  
Any such demand made on the Bank shall be conclusive as regards the amount

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*(Signature)*

due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR \_\_\_\_\_ (in words).

3. We, the Bank undertake to pay the District Collector, Purushottampur any money so demanded not withstanding any dispute or disputes so raised by the bidder in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder shall have no claim against us for making such payment.
4. We, the Bank or our local branch in Ganjam, Odisha further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of \_\_\_\_\_ days and it shall continue to be so enforceable till all the dues of the Executive Officer, NAC, Purushottampur under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Executive Officer, NAC, Purushottampur certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ (date) we shall be discharged from all liability under this guarantee thereafter.
5. We, the Bank or our local branch in Purushottampur, Odisha further agree that the Executive Officer, NAC, Purushottampur shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Executive Officer, NAC, Purushottampur against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Bidder or for any forbearance act or omission on the part of the Executive Officer, NAC, Purushottampur or any indulgence by the Executive Officer, NAC, Purushottampur to the said Bidder or by any such

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matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

6. We, the Bank further agree that this guarantee shall also be deposited in the Favor of the Executive Officer NAC, Purushottampur when demanded by the NAC without any inquiry at our place of business in the district of Ganjam, Odisha
7. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.
8. We, the Bank or our local branch in Ganjam, Odisha lastly undertake not revoke this Guarantee during its currency except with the previous consent of the Executive Officer, NAC, Purushottampur in writing.
9. We, the Bank further agree that this guarantee shall also be invokable at our place of business in , Purushottampur Ganjam, Odisha.

Dated \_\_\_\_\_ Day of 2025.

Witness (Signature, names & address)

For \_\_\_\_\_ [Indicate the name of Bank]

### SEAL OF BANK

Notes:-

- A. The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.
- B. The above format will also be used for drawing bank guarantee for Performance Security Deposit.

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*[Signature]*



ESTIMATED COST FOR ENGAGEMENT OF MANPOWER FOR MAINTAINANCE OF CITY SANITATION OF PURUSHOTTAMPUR NAC											
SI.No	Job Description	DETAILS	Quantity	TYPE	Rate	ESI (3.25%)	EPF (13%)	Cost per person per day	Total Cost per day	Wages required per 30 Days	Wages required for 365 Days.
	REFERENCE	letter No.28708,Dt.7.12.2016,H&UD Department			Letter No.2602/LC dated 30-04-2025 ,LabourCommissioner, Odisha	Cost to be charged as per Govt Rate fixed from time to time	Cost to be charged as per Govt Rate fixed from time to time				
1	CITY SANITATION	Total Population as per census 2011 of NAC Purushottampur : 22200 Required manpower: (28/10000)x22200	62	UNSKILLED	462	15.015	60.06	₹ 537.08	₹ 33,298.65	₹ 998,959.50	₹ 12,154,007.25
2	MANPOWER FOR FSTP	As decided by Tender Committee	1	UNSKILLED	462	15.015	60.06	₹ 537.08	₹ 537.08	₹ 16,112.25	₹ 196,032.38
3	SPECIAL REQUIREMENT FOR OFFICES, TARA TARINI TEMPLE , POND CLEANING , CESSPOOL ETC	As decided by Tender Committee	10	UNSKILLED	462	15.015	60.06	₹ 537.08	₹ 5,370.75	₹ 161,122.50	₹ 1,960,323.75
4	Guard for Wealth Center	As per SWM Guideline	1	UNSKILLED	462	15.015	60.06	₹ 537.08	₹ 537.08	₹ 16,112.25	₹ 196,032.38
5	SECURITY GUARD FOR AAHAR KENDRA	As decided by Tender Committee	1	SEMISKILLED	512	16.64	66.56	₹ 595.20	₹ 595.20	₹ 17,856.00	₹ 217,248.00
6	Supervisor	As decided by Tender Committee	5	SEMISKILLED	512	16.64	66.56	₹ 595.20	₹ 2,976.00	₹ 89,280.00	₹ 1,086,240.00
7	Supervisor _EXPERIENCED	As decided by Tender Committee	1	SKILLED	562	18.265	73.06	₹ 653.33	₹ 653.33	₹ 19,599.75	₹ 238,463.63
8	Driver for LCV(TRACTOR/TATA ACE/BOV) etc for Garbage transportation	As decided by Tender Committee	7	SKILLED	562	18.265	73.06	₹ 653.33	₹ 4,573.28	₹ 137,198.25	₹ 1,669,245.38
	TOTAL LABOR COST										
9	Service Charges	Minimum cost w.r.t Letter No. 19595/F dated 11-07-2023	88						₹ 48,541.35	₹ 1,456,240.50	₹ 17,717,592.75
	This charge is applicable on the Total Labor Cost and should cover all expenses like logistics, financing, overhead, and profit for the bidder.				3.85%	OF TLC					₹ 1,328,819.00
	Total		88								
6	GST	EXEMPTED	@		0%						₹ 19,046,411.75
	Total Cost for 365 days		48								₹ 19,046,411.75

San-14  
9/07/2025  
JUNIOR SANITATION EXPERT  
NAC PURUSHOTTAMPUR

Assistant Engineer  
NAC PURUSHOTTAMPUR

EXECUTIVE OFFICER  
NAC PURUSHOTTAMPUR

CHAIRPERSON  
NAC PURUSHOTTAMPUR

Validate

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**Percentage BoQ**

Tender Inviting Authority: Executive Officer, NAC Purushottampur

Name of Work:-Selection of an agency for supply of manpower for execution &amp; management of City Sanitation Maintenance Work in all wards of Purushottampur NAC, Dist.: Ganjam

Contract No:

Bidder Name						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Selection of an agency for supply of manpower for execution & management of City Sanitation Maintenance Work in all wards of Purushottampur NAC, Dist.: Ganjam UNSKILLED -74no.s @ Rs-462/- , SEMISKILLED -6no.s @ 512/- , SKILLED -8no.s @ 562/- plus EPF 13%, ESI-3.25% & Profit plus transaction cost @ 3.85 % without any other taxes or charges	1.00 job		19046412	19046412.00	INR One Crore Ninety Lakh Forty Six Thousand Four Hundred & Twelve Only
Total in Figures					19046412.0000	INR One Crore Ninety Lakh Forty Six Thousand Four Hundred & Twelve Only
Quoted Rate in Figures				Select	0.0000	INR Zero Only
Quoted Rate in Words				INR Zero Only		

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