

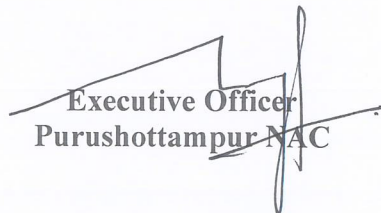
BID DOCUMENT
FOR PRIVATISATION
OF SANITATION WORKS
PURUSHOTTAMPUR NAC
GANJAM

BID DOCUMENTS FOR THE WORK

“FOR PRIVATISATION OF SANITATION WORKS: Road sweeping, cleaning of drains, bush cutting in ward no 01 to 14 and transportation of D2D collection waste and road sweeping waste to identified dumping yard /Wealth Centre under PURUSHOTTAMPUR NAC & land filling”.

Cost of Bid Document	: Rs.5900.00 (Including GST)
Period of Sale of Bid Document	: Dt 18.05.2023 to 24.05.2023 up to 1.00 P.M Tender paper should be purchased from the office of the Purushottampur NAC in between the above time period by giving cost of bid document in the shape of cash/DD.
Last Date & Time for Receipt Of Bid Document	: Dt 25.05.2023 up to 1.00 P.M
Date & Time of Opening of Technical Bid Document	: Dt 26.05.2023 At 1.30 P.M
Date & Time of Opening of Financial Bid Document	: Dt 26.05.2023 At 1.30 P.M
Officer Invited the Bid	: The Executive Officer On behalf of PURUSHOTTAMPUR NAC.
Period of Contract	: 01 (One) Year
Earnest Money Deposit	: Bid Security Declaration
Peformance Security	: Rs.50,000/- to be given in the shape of BG/TDR by the successful bidder.

Signature of the Bidder


Executive Officer
Purushottampur NAC

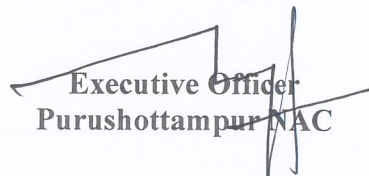
Eligibility criteria:

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

Minimum Eligibility Criteria

- a. Bid document cost & Bid Security Declaration in lieu of EMD.
- b. Should be registered in India as a Company, Proprietorship Firm, Society or Trust.
- c. Consortium is not allowed.
- d. Should have an average Annual Turnover of Rs. 1 crore or more during the last three financial years (2019-20,2020-21 & 2021-22). Photocopy of the audited Profit & Loss Statement of the last three financial years in support of the turnover certificate must be submitted along the income tax returns.
- e. IT returns for the last 3 years.
- f. Should have minimum 1 year of similar working experience in any ULBs in India.
- g. Should have enrolled at least 100 employees as on date of bid submission. EPF Challan & payment confirmation slip of last 3 months must be submitted in support.
- h. The Bidder must not have been ever blacklisted or debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit an undertaking regarding the same on Non-Judicial Stamp paper of Rs. 20/-. No such certificates in favour of withdrawal of blacklisting shall be accepted.
- i. No criminal case/ proceeding is pending against the organization/ agency and in the name of owner. It should be Notarized.
- j. Must have labour license for at least 200 workers.
- k. Must have ISO 9001 & ISO 14001 certification.
- l. Must be registered under EPF.
- m. Must be registered under ESI.
- n. Must have a PAN.
- o. Must have GST registration number.
- p. Must have own bank account. Statement of last 3 months must be submitted in support.

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Purushottampur NAC

Scope of Work

(1) Sweeping of Roads:

The entire geographical area of ward should remain always clean i.e. throughout the day. The solid wastes generated in the area are to be collected from various sources like Biodegradable and non-degradable solid waste should be separately collected.

- Sweeping of the entire ward area both road and road sides.
- Lifting of garbages from all Municipal primary collection point.
- Lifting of Garbages from the market places including commercial/industrial institutional units.
- Lifting of dead animals and carcasses
- All Municipal drains including earthen drains should be clean and waste including silt deposition should be lifted outside.
- Commercial areas, Market areas, and prominent roads are to be swept two times daily.
- Removal of dust and sand lying on the roads (if any)
- Affixing services provider's name, ward supervisor's name & their contact nos. in conspicuous places inside the wards so as to migrate the complaints of the public without any delay.

(2) Cutting of Roadside Bushes:

The bushes & shrubs from roadside beams & conservancy lanes are to be cleaned by the agency at regular intervals of time.

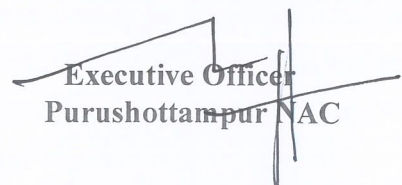
(3) Cleaning of Drains & Transportation of solid waste:

The roadside drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid chocking of the drains & the MSW generated are to be accumulated in the dustbins/garbage bins placed on the roadside & temporary collection points identified by PURUSHOTTAMPUR NAC from which daily lifting is to be made to the temporary dumping point by the agency.

All type of solid wastes separately collected from different places is to be started separately at the identified primary collection point of the NAC. Thereafter the same are to be suitably loaded into transporting vehicles with green covered such as trucks/mini trucks/tractors as per requirements and shall have to be transported to the approved dumping yards /Wealth centre identified by the NAC and will be unloaded systematically by the agency as per direction of the officer-in-charge of the NAC. The cost of transportation should include the cost of labourers for loading and unloading of solid waste into the vehicles and the wages of the drivers/helpers attached to the vehicles. In no case, solid wastes generated on a day shall be retained in the area for more than 24 hours.

The bidder must be given an undertaking towards execution of transportation of waste as per the estimate prepared by the authority for each package at the time of submission of bid documents.

Signature of the Bidder


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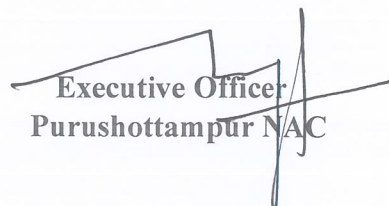
(4) Service delivery performance Criteria:

The performance monitoring and evaluation of service delivery has been institutionalized through Service Level Benchmarking and the purpose and objective of the assignment should be to Improve and achieve the National Level Benchmark. With this target as well as the underlying constraints In mind the operator has to achieve the following performance levels.

Parameter Description	Minimum Achievement Target	Actual monthly Achievement	Non-Compliance Penalty
Street Sweeping	95% coverage	Total road length in the service area.	0.5% of monthly bill for every 5% short fall or part thereof.
Drain Cleaning	95%	Total drain cleaning covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Bush cutting, de-weeding	95% coverage	Total bush cutting, uprooting & de weeding covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Compliant Redresses	90% within 24 hrs	During the month total no. of Complaint redressed within 24 hrs. Total Complain received during the month.	0.5% of monthly bill for every 5% short fall or part thereof.

1. The service provider in close coordination with employer shall undertake sample survey to access the extent of waste generated. Secondary data from employers past experience can be referred to conclude the assessment. The sample should comprise of all Income groups equally spread over the service area and stretched over a period of lime, lo give a fair average.
2. A detail performance monitoring, reporting and evaluation system shall have to be developed in consultation with to employer. The broad outline of the computation procedure is provided in the table above.

Signature of the Bidder

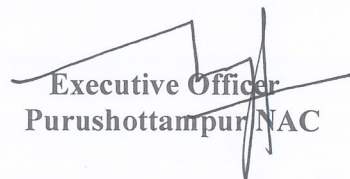

Executive Officer
Purushottampur NAC

General Terms and Conditions:

1. The Bidder is expected to examine all the instructions, terms, and specifications in the bid document. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at the bidder's risk and result in rejection of bid.
2. The tender has been invited under two bid systems i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for executing Sanitation Work under PURUSHOTTAMPUR NAC" & "Financial Bid for executing Sanitation Work under PURUSHOTTAMPUR NAC". Both envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under PURUSHOTTAMPUR NAC".
3. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labor charges conservancy material for sweeping, bush cutting, drain cleaning, including lifting of MSW and other miscellaneous expenditures as may be required such as T&P charges. O.H. charges are mentioned in detail in scope of work. The cost of documentation like taking photographs whenever necessary will be borne by the agency as per the direction of officer-in-charges.
4. 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 & 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.
5. The bidder must have appropriate resources, necessary expertise, requisite manpower and supervisory ability to undertake the work.
6. This bid is meant for carrying out of the work for a period of one (01) year which can extendable up to two more year after satisfactory completion and mutual discussion between the Authority and the service provider.
7. The PURUSHOTTAMPUR NAC shall have the right to terminate the contract on the ground of improper performance and violation of the terms and the contract without assigning any reason by giving 30 days prior notice.
8. The conditional and incomplete bid is liable for rejection
9. Letter of authorization for representing the firm/ entrepreneur/ Agency/ NGOs and to sign the bid document should be enclosed along with the bid document.
10. Bids containing overwriting, additions, alterations, erasures, obliteration, and other discrepancies should be properly attested to all corrections made by them.
11. The bidders shall sign every page of the tender documents and submit all of them.
12. The bidders should quote rates both in figures and in words, wherever there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
13. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the EMD will be forfeited.

14. The Agency/Organization shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this Agreement to any other agency or organization.
15. The Agency/Organization shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal service could be availed without any disruption.
16. For all intents and purposes, the agency shall be the employer within the meaning of different rules and act in respect of work assigned. The person deployed in this work by the agency shall not claim whatsoever like employer and employee's relationship.
17. The agency/organization shall be solely responsible for redressal of the grievance.
18. The NAC shall not be responsible for any financial loss or any injury to any person deployed by the agency.
19. The jhadu, jhudi etc. will be provided by the agency and the pushcart, tricycle, and wheelbarrow will be provided by NAC.
20. The Agency/Organization will provide uniform/ID cards and all types of safety articles like masks, gloves, soap, gum boot, and sanitizer to their deployed staff.
21. Since this is a Sanitation work no GST is payable.
22. After completion of each month the total bill in duplicate will be submitted by the agency to the Authority in 1st week of the next month.
23. Whenever the Govt. of Odisha will enhance the rate of minimum wages then the Authority shall pay the enhanced amount to the agency /Organization from the day effect to.
24. In case of any dispute arising out of the contract the matter shall be decided either by mutual understanding between the two or as per the law inside the jurisdiction of GANJAM.
25. Whenever there is the requirement for additional manpower then the Authority can increase the number of manpower to meet the requirement & needs of the NAC.
26. All maintenance both major and minor of all sanitation vehicles and instruments shall be borne by the agency to be compensated by the ULB.
27. Fuel charges for all sanitation and related enforcement vehicles shall be borne by the agency to be paid by the ULB later.

Signature of the Bidder


Executive Officer
Purushottampur NAC

CRITERIA FOR EVALUATION

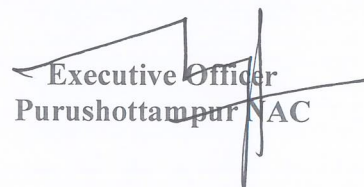
Evaluation of Technical Proposals

Evaluation of proposals shall be made by the district authority. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria shall qualify for further detailed technical evaluation for presentation and awards of marks based on the following Criteria:

SI. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark			
1	Years of Experience in handling MSW in Municipal Corporation / Municipal Council Area (to be determined from the work order / contract copies/Experience Certificate)	20	<ul style="list-style-type: none">● 1 - 3 Years : 10 marks● 3 – 10 Years : 15 marks● > 10 Years : 20 marks			
2	Service rendered for particular number's of year and number of population under SWM in single ULB under single contract package or multiple contract packages in any state of India. (to be determined from the work order / contract copies/ Experience Certificate)	20	Years Population	0 years to 2 years	2 years to 3 years	>3 years
			<50,000	6	8	10
			50,000 To 1,50,000	10	12	15
			>1,50,000	15	18	20
3	Experience in handling ULBs in similar nature of work with strength of sweepers in single work order (To be determined from Work order Only)	20	<ul style="list-style-type: none">● $\geq 50 < 100$: 5 marks● $\geq 100 < 200$: 10 marks● ≥ 200 : 20 marks			
4	Annual Average Turnover (2019-20, 2020-21 & 2021-22)	20	<ul style="list-style-type: none">● 01 – 03 Crore : 10 marks● 03 – 10 Crore : 15 marks● > 10 Crore : 20 marks			
5	Valid ISO Certification	10	<ul style="list-style-type: none">● ISO 9001 : 3 marks● ISO 14001 : 4 marks● ISO 45001 : 4 marks● All of three : 10 marks			
6	Any Awards or Commendations from MSW Projects	05	<ul style="list-style-type: none">● If No : 0 marks● If Yes : 05 marks			
7	Experience in sweeping/drain de-silting mechanically.	05	<ul style="list-style-type: none">● If No : 0 marks● If Yes : 05 marks			

The financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 40 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of the Bidder


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FINANCIAL BID

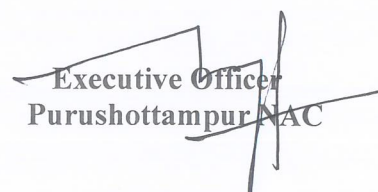
Estimated Cost (Monthly) : Rs. 8,96,114 /- per month

Sl. No	Scope of Work	Monthly Estimated cost	Rates quoted for service Charges as per Guideline in %	Total cost (Monthly) (In Rupees)	
			Both in words & in Figures	In Figures	In Words
1.	“Road sweeping, Cleaning of drains, door-to-door collection of garbage, bush cutting in ward no 01 to 14 and transportation of D2D waste to identified dumping yard /Wealth Centre under PURUSHOTTAMPUR NAC & land filling.”	Rs. 8,96,114 /-			

**** For providing smooth sanitation services, the Tender Committee has decided that each bidder must quote his rate which must be above than 5% of the total estimated cost, unless his bid shall be rejected and the bidder must quote his rate up to only two digits after decimal. Also, Wrong computation in Financial Bid will be liable for rejection.**

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 highest current experience on the date of issue of RFP in similar nature of work.

Signature of the Bidder


Executive Officer
Purushottampur NAC

CHECKLIST

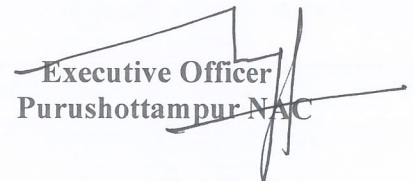
Sl. No	List of Document	Details of document Submitted Yes/No	Page No.
1	Bid document cost of Rs.5900.00		
2	Bid Security Declaration.		
3	Credibility & experience certificate for at least 1 years.		
4	Average annual financial turnover for similar nature of work to the tune of more than Rs.01 Crore (One crore) during last 3 financial years and submit the Audit report.		
5	Registration certificate.		
6	EPF Registration Certificate.		
7	ESI Registration Certificate.		
8	Labour Contract License.		
9	Valid ISO Certifications.		
10	PAN Card.		
11	GST Registration Certificate and up-to-date clearance.		
12	An Affidavit regarding not Blacklisting/Debarred from Tender Inviting Authority or any ULB across State Govt. or from any State Govt./Govt. of India Organization		
13	IT returns for the last 3 years.		
14	Audit Report for last 3 financial years (2019-20, 2020-21 & 2021-22)		
15	No criminal case/ proceeding is pending against organization/ agency and in the name of owner. It should be Notarized.		

Name of Firm / Company/Organization: -

Address: -

Contact No.: -

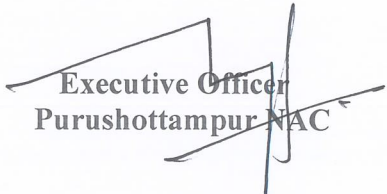
Signature of the Bidder


Executive Officer
Purushottampur NAC

DECLARATION BY THE TENDERER

1. I/We have visited the site and have fully been acquainted myself with the local situation regarding materials, labour and the factors pertaining to the work for completion in all respect before submitting the tender.
2. I/We have carefully studied the conditions of the contract specification and other documents of this work and agreed to execute the same accordingly.
3. I/We solemnly pledge that I/We shall be sincere in discharging my /our duties as responsible executant and complete the work within the prescribed time limit. I/We shall submit detailed sanitation programme with target dates for various items of works keeping in view the time limit and shall accordingly arrange for necessary labours, punctually. In case there are any deviations from the sanitation programme, I/We shall abide by the decision of the Officer-in-charge for revision of the programme and shall arrange for labours to maintain the sanitation work.
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the sanitation work.
5. No one of my /our relative is/are working in this office.
6. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information is found to be incorrect in the future, the Department has the liberty to take any action as deemed fit.
7. I/We shall abide by the decision of the Executive Officer, PURUSHOTTAMPUR NAC for the effectiveness of the sanitation programme and the instructions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.

Signature of the Bidder


**Executive Officer
Purushottampur NAC**

FORM OF BID SECURITY DECLARATION

Name of Work: -

Date: -

Bid Identification No.: -

To

**The Executive Officer
PURUSHOTTAMPUR NAC
GANJAM.**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid- Security Declaration.
2. We accept that the Authority/ Employer/ Tender Inviting Authority shall cancel our empanelment and/or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 2 years, if we are in breach of our obligation(s) under the bid conditions because we:
 - (a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by us; or
 - (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,
 - i. Failure of use to furnish the Performance Security and, Additional Performance Security, if required in accordance with the ITB/ Terms of the Bid Document/RFP, or
 - ii. Fail to agree to the decisions of the contract negotiation meeting or
 - iii. Failure refuses to execute the Contract.
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notification of the name of the successful bidder through award of the contract; or after the expiry date of the Bid validity.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder :

Title of the person signing the Bid:

Signature of the person named above: _____

Date Signed

Authorised Signatory

Name :

Designation :

Name of the Firm :