

GUNUPUR MUNICIPALITY

HOUSING & URBAN DEVELOPMENT DEPARTMENT

TENDER DOCUMENT

**CONTRACT FOR CLEANING, SANITATION AND
WASTE DISPOSAL SERVICES AT GUNUPUR
MUNICIPALITY (Ward No. 1 to 10 , 12 to 15 and
Marathiguda)**

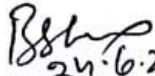
Contact Details: EXECUTIVE OFFICER
MUNICIPAL COUNCIL, GUNUPUR
PO/PS. - GUNUPUR
DIST.- RAYAGADA
PIN-765022

Tel : 06857-250438
Website : <http://www.gunupurmunicipality.com>

Disclaimer

The information contained in this Notice Inviting Tender ("NIT") document provided to the Bidder(s), by or on behalf of Municipal Council, Gunupur or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this NIT document and all other terms and conditions subject to which such information is provided. The purpose of this NIT document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This NIT document does not purport to contain all the information each Bidder may require. This NIT document may not be appropriate for all persons, and it is not possible for Gunupur Municipal Council, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this NIT document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIT document and where necessary obtain independent advice from appropriate sources. Gunupur Municipality, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the NIT document. Executive Officer on behalf of Municipal Council, Gunupur may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT document.

Signature of the Tenderer/Agency


24.6.2019
Executive Officer
Municipality, Gunupur

OFFICE OF THE MUNICIPAL COUNCIL: GUNUPUR

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT GUNUPUR MUNICIPALITY (Ward No. 1 to 10, 12 to 15 & Marathiguda).

- A. Cost of the Tender Document: Rs. 10,000/-(Rupees Ten Thousand only)
- B. Last date & time for submission of Bid 15.07.2019 at 5.00 PM
- C. Tender (Technical Bids) to be opened: 16.07.2019 at 11.00 AM
- D. Financial Bid to be opened:16.07.2019 at 4.00 PM
- E. Tender to remain open for acceptance up to 90 days from the date of opening.
- F. The details of this tender is also available at web site – www.gunupurmunicipality.com & <https://rayagada.nic.in>

NOTE :

1. The Executive Officer, Municipal Council, Gunupur may at his/her discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but, there will be no change in the time for opening indicated above.
3. The intending tenderers may survey the designated wards & areas to know the scope of work before responding to the Tender.
4. Bids will be received through Speed Post/Registered Post only.
5. Bids will not be received through courier service and hand to hand.

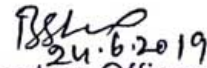
Signature of the Tenderer/Agency


24.6.2019
Executive Officer
Municipality, Gunupur

Crucial Details of Tender Call Notice

Name of the work	:	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT GUNUPUR MUNICIPALITY Ward No. 1 to 10, 12 to 15 and Marathiguda area.
E.M.D	:	1% of the total quoted value for one year in shape of Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur).
Performance Guarantee	:	1% of the total quoted value for one year in shape of Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur).
AGENCY	:	As per eligibility criteria
Period of contract	:	One Year
Cost of Tender document	:	Rs. 10,000.00
Period of Sale/Down load of Tender document	:	Dt. 26.06.2019 to Dt. 08.07.2019
Last Date for receipt of Filled in Tender document	:	Dt 15.07.2019 up to 5.00 P.M.
Place & Date of Opening of Technical bid	:	Office of the Executive Officer, Gunupur Municipality Dt.16.07.2019 at 11.00 A.M.
Place & date of opening of Financial Bid of eligible Tenders	:	Gunupur Municipality 16.07.2019 at 4.00 PM.
Officer invited the Tender	:	Executive Officer on behalf of Gunupur Municipal Council, Gunupur
Likely date for commencement of deployment of required manpower	:	Dt. 01.08.2019

Signature of the Tenderer/Agency


24.6.2019
Executive Officer
Municipality, Gunupur

OFFICE OF THE MUNICIPAL COUNCIL: GUNUPUR

TENDER PAPER

DOCUMENT

**NAME OF WORK: -CONTRACT FOR CLEANING,
SANITATION AND WASTE DISPOSAL SERVICES AT
GUNUPUR MUNICIPALITY (Ward No. 1 to 10, 12 to 15
and Marathiguda area)**

Issued against Bank Draft/ Banker's Cheque No. _____ Dt. _____ drawn on

For Rs. _____

Cashier

Signature of the Tenderer/Agency

OFFICE OF THE MUNICIPAL COUNCIL: GUNUPUR

No. 920

Date: 25.06.2019

Notice Inviting Tender

Sealed tenders, in conformity with the detailed tender call notice double cover tender system are invited from the intending Registered Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur having eligibility criteria as mentioned in NIT for execution of work as noted below so as to reach the Executive Officer, Gunupur Municipality through registered post/ speed post only up to 5.00 PM on dt.15.07.2019. Courier service documents will not be accepted.

The tender documents are to be obtained from Gunupur Municipality, on deposit of the non-refundable cost of the tender document, in shape of Bank Draft/ Banker's Cheque drawn in favour of the Executive Officer, Gunupur Municipality only from Dt. 26.06.2019 to 08.07.2019 during Office hours. Tender form can also be downloaded from websites: www.gunupurmunicipality.com & <https://rayagada.nic.in> but it should be accompanied Bank Draft (Only SBI payable at Gunupur) of Rs. 10000/- (Rupees Ten Thousand only) i.e., Rs.10,000/- (non-refundable) in the name of Executive Officer, Gunupur Municipality, payable at Gunupur along with Bank Draft/ Pay order/ Banker's Cheque, at the time of submission.

The Technical Tender of two tenders will be opened at 11.00 AM on dt.16.07.2019 in presence of bidder or their authorized representatives, who may be present at the time of opening of the tenders. Gunupur Municipality will in no way, be responsible for postal delay (if any), in receipt of the tender document & non-receipt of the same in time. The Financial Tender of those, who have qualified in Technical Tenders, shall be opened in presence of Tenderer on Dt.16.07.2019 at 4.00 P.M.

Signature of the Tenderer/Agency

Bethu
24.6.2019
Executive Officer
Municipality, Gunupur

Sl. No.	Name of the Work	Period of Contract	Cost of Bid document in Rs.
01	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT GUNUPUR MUNICIPALITY Ward No. 1 to 10, 12 to 15 & Marathiguda	One year	Rs.10,000/-

The tender must be accompanied with all the attested photo copies of qualifying documents as mentioned in eligible criteria & the required EMD in shape of Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur) drawn in favour of the Executive Officer, Gunupur Municipality and the cost of the tender document (non-refundable) in shape of Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur) drawn in favour of the Executive Officer, Gunupur Municipality separately failing which the tender shall be rejected out-rightly. Details can be had from the office of the undersigned during office hour on working days from **Dt. 26.06.2019 to 08.07.2019.**

1. Mere procurement of tender document does not guarantee for fulfillment of the eligibility criteria.
2. Name of the purchaser at the time of procurement of Tender Document should not be disclosed. No Gunupur Municipality money receipt shall be given indicating the name of the purchaser at the time of purchase of Tender Documents.
3. Only ink/dot pen signed copy of the Tender Notice issued by the office shall be entertained.

Notwithstanding anything contained in this NIT, Gunupur Municipality reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

24.6.2019
Executive Officer,
Gunupur Municipality.

Signature of the Tenderer/Agency

Detail Estimate for Sanitation work of Area Ward No. 1 to 10,12 to 15 & Marathiguda

1 Labour	30 days	x	86 labour	x	280 ✓	7,22,400/-
		x				
2 Supervisor	30 days	x	4 x		320	<u>38,400/-</u>
		x			Sub Total	₹. 7,60,800
3 Contractor profit 7.5% (only labour component 1,2,3)						57,060/-
4 <u>Equipment & other expenses</u>						
(Broom, Uniform, Gum Boot, Spade, Kanta kodi, small kodi knife for bush cutting, pick-axe, cro bar, Belcha, rain coat Hand Gloves etc.)				1 month		<u>20,000/-</u>
					Total	₹. 8,37,860/-
5 E.P.F	13.36%			1 month		<u>1,01,643/-</u>
9 Taxes as applicable from time to time						
					Grand Total per month	₹. 9,39,503/-

S. Srinivas Reddy
Sanitary Inspector
Municipality, Gunupur

C. Srinivas
24/06/19
Junior Engineer
Municipality, Gunupur

K. Srinivas
24-6-2019
Junior Engineer
Municipality, Gunupur

B. Srinivas
24.6.2019
Executive Officer
Municipality, Gunupur

S. Srinivas
25/06/2019
Approved the estimate
by Technical Experts.
MUNICIPAL ADMINISTRATOR
GUNUPUR MUNICIPALITY

Area of Gunupur Municipality ward No. 1 to 10, 12 to 15 & Marathiguda estimate for sanitation workGENERAL DATA

Wards to be covered	House to be covered as per 2011 census of ward no. 1 to 10,12 to 15 & Marathiguda	Population as per 2011 census of ward no 1 to 10,12 to 15 & Marathiguda	Growth of population upto 2021 taking as per Geometric increase method
Ward No. 1 to 10,12 to 15 & Marathiguda	5447	23456	28381

Road Details

(I) Total Length 65 KM	65000 mtr
(ii) 80% Medium and high desity area 20% low density area	52000 mtr
(iii) Weekly once due to less adjoining hours	13000 mtr

Drain Details

Total Length 75 KM	75000 mtr
(ii) Cleaning not requiered due to dry assume & cover slab(40%)	(-) 30000 mtr
(iii) Total drain to be clened	45000 mtr

Life span of material

(i) Jhadu(Broom)	15 days
(ii) Gamla(Plastic)	6 months
(iii) Uniform	6 month
(iv) Gum Boot	6 month
(v) Spade	6 month
(vi)Kanta kodi	6 month
(vii)Belcha	6 month
(viii) Small Kodi	6 month
(ix) Knife for bush cutting	1 years
(x)Pick-Axe	1 years
(xi)Crobar	1years
(Xii) Hand Gloves	2 month

[Signature]
Sanitary Inspector
Municipality, Gunupur

[Signature]
24/6/19
Junior Engineer
Municipality, Gunupur

[Signature]
24/6-2019
Junior Engineer
Municipality, Gunupur

[Signature]
24.6.2019
Executive Officer
Municipality, Gunupur

1 LABOUR

Road sweeping & door to door collection of the garbage
(one labour can cover road sweeping with door to door collection@ 900 Mtr/day/person)

- | | | |
|-------|---|------------|
| (i) | Total labour required medium & high density area | 58 Nos/Day |
| (ii) | Total labour required for low density area @ 2 times a week | 2 Nos/Day |
| (iii) | Daily cleaning of Bus stand
2 labours for 30 days | 2 Nos/Day |
| (iv) | Cleaning of daily market &
3 labours for 30 days | 3 Nos/Day |
| (v) | Cleaning of Municipality office
1 labour for 30 days | 1Nos/Day |
| (vi) | Extra labour for public place, Mini Stadium,
Religious place,River Ghat 15 labour for 30 days. | 2 Nos/Day |

B Bush Cuuting

One labour can cut bushes 150 Mtrs for one day for 6 times per year
Total Road Length

2 Nos/Day

C Drain cleaning

(Assume one iabour can clean 900 mtrs of length per day)
Assuming drain will be cleaned weekly at once

7 Nos/Day

Total

- | | | | |
|---|---|-----|-----------|
| D | Disnfectant spray like Bleaching Powder , M. Oil etc. | L.S | 1 Nos/Day |
|---|---|-----|-----------|

- | | | | |
|---|---|--|------------------|
| F | Loading & unloading of Solid waste in two Tractor &Two Tata Ace vechile | | <u>8 Nos/Day</u> |
|---|---|--|------------------|

Sub -Total**86 Nos/Day**

- | | | | |
|---|------------|--|------------------|
| E | Supervisor | | <u>4 Nos/Day</u> |
|---|------------|--|------------------|

Total**90 Nos****3 Equipment & other expenses**

- (i) Jhadu(Broom)
- (ii) Gamla (Plastic)
- (iii) Uniform
- (iv) Gum Boot
- (v) Spade
- (vi)Kanta kodi
- (vii)Belcha
- (viii) Small Kodi
- (ix) Knife for bush cutting
- (x)Pick-Axe
- (xi)Crobar
- (xii) Hand Gloves
- (xiv) Net for covering garbages

Total**20,000/- per month**

Sanjay Dew
Sanitary Inspector
Municipality, Gunupur

Sanjay Dew
24/06/19
Junior Engineer
Municipality, Gunupur

Sanjay Dew
24/6/2019
Junior Engineer
Municipality, Gunupur

Sanjay Dew
24-6-2019
Executive Officer
Municipality, Gunupur

Annual Estimate of Equipment & Materials

SI No	Name of Equipment/Materials	Life span of Equipment/Materials	Requirement	Rate per unit in Rs	Total cost including all taxes in Rs.	Remarks
1	2	3	4	5	6	7
1	Jhadu(Broom)	15 days	1200 Nos	50.00	60,000.00	
2	Plastic Gamla	6 months	60 Nos	175.00	10,500.00	
3	Uniform	6 month	180 Nos	200.00	36,000.00	
4	Gum Boot	6 month	180 Nos	200.00	36,000.00	
5	Spade	6 month	100 Nos	50.00	5,000.00	
6	Kanta kodi	6 month	60 Nos	100.00	6,000.00	
7	Belcha	6 month	60 Nos	175.00	10,500.00	
8	Small Kodi	6 month	60 Nos	175.00	10,500.00	
9	Knife for bush cutting	1 years	30 Nos	100.00	3,000.00	
10	Pick-Axe	1 years	20 Nos	100.00	2,000.00	
11	Crobar	2 years	20 Nos	200.00	4,000.00	
12	Hand Gloves	2 month	1000 Nos	20.00	20,000.00	
13	Rainy Coat		90 Nos	200.00	18,000.00	
14	Hand Wash Soap		1080 Nos	20.00	21,600.00	
15	Net for covering garbages	6 month	60 Nos	150.00	9,000.00	
GRAND TOTAL				1915.00	252100.00	

Sanjay Kumar
Sanitary Inspector
Municipality, Gunupur

Chandra
24/06/19
Junior Engineer
Municipality, Gunupur

Pradeep
24-6-2019
Junior Engineer
Municipality, Gunupur

Bishu
24.6.2019
Executive Officer
Municipality, Gunupur

GENERAL TERMS AND CONDITIONS

1. The bidders are required to inspect and assess the entire geographical area as per annexure-I & ward wise length of road & drain etc as per annexure-II and quote their rates of the labour charges for sweeping, bush cutting, drain cleaning, collection of wastes from door to door in segregated including lifting of MSW and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by Gunupur Municipality and other miscellaneous expenditure as may be required as mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the tenderer as per direction of officer-in-charge.

2. The Gunupur Municipality will provide Tractor, Tipper, JCB with fuel and driver for transportation of MSW. Besides for door-to-Door Collection, the Municipality will also supply Wheelbarrow, Pushcart, blue and green dustbins

3. The bidders are expected to examine all the instruction, terms and specifications in the bid document. Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of the bid.

4. The contract will be for a period of one year subject to satisfactory performance of the contractor. Gunupur Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.

5. Gunupur Municipality shall have the right to terminate the contract on the ground of improper performance and violation of the terms of the contract without assigning any reason by giving 30 days prior notice.

6. Conditional and incomplete bid is liable of rejection.

7. Letter of authorization for representing Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur and to sign the bid document should be enclosed along with the bid document.

8. Bids containing overwriting, additions, alternations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.

09. The bidders shall sign every page of the tender documents and submit all of them.

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

11. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found the EMD will be forfeited and steps shall be taken for black listing of the bidder.

12. Gunupur Municipality has tentative requirement of 86 staff & 04 supervisory staff. The total requirement may increase. Bidder must provide at least this manpower.

13. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for executing Sanitation Work under Gunupur Municipality" & "Financial Bid for executing Sanitation Work under Gunupur Municipality". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Gunupur Municipality".

14. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not withdraw from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the stipulation of NIT the

Signature of the Tenderer/Agency

Rehman
2024.6.2019
Executive Officer
Municipality, Gunupur

aforesaid amount of EMD will be forfeited by the Council. In the event of the offer made by the tenderer not being accepted, the amount of earnest money/Performance Gurantee deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council.

15. The tender is liable to be rejected if complete information as required is not given therein or if the particular asked for in the schedules to the tender is not fully filled in along with all essential documents required for Technical Bid.

16. No interest shall be payable on the amount of Earnest Money & Performance guarantee in any case.

17. TDS will be deducted at source from monthly bill of the successful tenderer, as per rules/instructions made applicable from time to time by Government.

18. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or servant of the ULB shall (in addition to any criminal liability which the tenderer may incur) debar his tender form being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

19. Service is required on all working days. However the agency will have to work on holidays also. No extra remuneration would be paid for such holiday works.

20. Before deployment of workers in the Sanitation work, the contractor shall ascertain their age. He/she shall also ensure that no worker should be minor.

21. The revised minimum rates & wages will be applicable to the tenderer as notified by Labour & ESI Department, Government of Odisha from time to time.

22. In addition to the above, regular Cleaning of Office & its premises shall be done & the Agency shall be fully responsible for any theft , burglary, fire or any other mischievous deed done by its workers in Office.

23. Each Bidder shall submit a maximum of one (1) bidding for the Project, in response to this NIT. Any Bidder who submits more than one Proposal for the Project will be disqualified. The Bidder shall neither transfer the bidding document to another interested party nor submit Proposals for a Package other than the one for which the bidding document has been purchased from Gunupur Municipality.

24. The Bidder shall also be responsible and shall pay for all of the costs associated with the preparation of its Proposal and its participation in the bidding process.

25. At any time prior to the Proposal Due Date, Gunupur Municipality may, for any reason, at its own initiative, modify the NIT document by the issuance of Addenda.

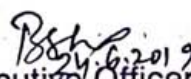
26. If the tenderers are called for interview, then the tenderers will come at their own expense and without any obligation, if called upon to do so, to interview with The Executive Officer, Gunupur Municipality (or an officer authorised to act on his behalf), as the case may be at their own expense.

27. Notwithstanding anything contained in this NIT, Gunupur Municipality reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

28. Quoting abnormally low rate/high rate, tender will be rejected (the rate of estimation will be done by authority taking factors into account of estimation & the authority is not liable to explain the tenderer the details of the rate so estimated).

29. The payment of monthly bill to the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur has to be made through A/C payee cheque/RTGS/NEFT only. No cash payment can be made to them.

Signature of the Tenderer/Agency


Executive Officer
Municipality, Gunupur

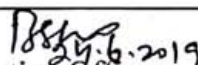
30. For all intents & purposes, the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur shall be "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed for sanitation work. The persons so deployed by the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur shall not have any claim whatsoever like Employer & Employee relationship against the Executive Officer, Municipal Council, Gunupur.


24.6.2019
Executive Officer,
Gunupur Municipality

Signature of the Tenderer/Agency

ANNEXTURE-I

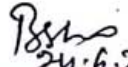
Sl. No.	Ward No.	GUNUPUR MUNICIPALITY AREA
1	1	Ware House, Parlakhemundi Road, Balram Nagar, Niladri Vihar, Kapilpur Sriram Nagar ,Brundabati Nagar, Babuli Nagar, New Bus-Stand, Mahima Nagar & other area
2	2	Station Road, Haladia Nala to Hospital Road, Lachman Sing Colony, Vetenary Colony, Lachman Dhepo, Paniakota Sahi, Netaji Nagar, ,Railway Colony, , OSB Colony, Srinivas Nagar, Jail Parishar, Police Colony, Govt. Hosipital Area & other area
3	3	Bhandari Sahi, Khandia Sahi, Kalinga Nagar, Palia Sahi , Sai Mandir Road & other area
4	4	Sivananda Mandir to Beborta Dhepo, Phulo Bagicha Sahi, Golla Nayak Sahi, M.I Office, Kotawaluguda , PHD pump house road & other area
5	5	Main Road, to Haladia Nala Chak to Gram Devi Mandir Chak, Dera Sahi, Municipality Office,, Anasari Sahi, Block Colony, Post Mattam House, Old Post Office Street & other area
6	6	Main Road , Haladia Nala to Ganga Nayk Sahi Chak, Bank Street, Paiko Street, Ganganayak sahi Back Side, Church ,Municipality Office, Bakiti Sahi, Haladia Nala to Bimal swastiya Kendra, Khandia Relli street & other area
7	7	Ambedkar Nagar, Krushna Rogi Chikhichalaya, Gandhi Nagar, ,All Harijan Sahi, Pano Sahi, Khandia Relli sahi, Biju Kalyan Mandap & other area.
8	8	Jangam Street, Dhoba Sahi, Brahmin Sahi, Golla Sahi, Kampo Sahi, Kachara Sahi & other area
9	9	Beborta Sahi, Beborta Goli, J.L.T Parishar, Jaganath Rice Mill Road ,Moning Sahi, T.R Street, Kumiti Sahi, J.N Road both side Haladia Nala,, Jaganath colony & Other area
10	10	Karan Guda, Motilal Nagar, Jaganath Nagar, Moningi Rice Mill, Govt. Mill Godwan, Flood colony, Brahmin Street, Dandashi Sahi & other area
11	12	Old Bus stand, Daily Market, Dharmasal Road, Kumbhar Sahi, Katika Sahi, Goudo Sahi, Syam Sundar to Nandi Ghat, Matia Sahi, Trinath Mandir Chak, Matturu Golli & other area
12	13	Rajanagar Sahi, Ramchandrapur Sahi, Khandia Sahi, Chenchu Bauri Sahi, New Bauri Sahi, Katika Sahi to Chenchu Bauri Sahi Chak, Arobindo Bidyalaya Golli & other area.
13	14	Police out post, Sana Karan Street, Bada Karan Sahi, Old Tahasil Office Colony, Baidya Sahi, Musanaik Sahi, Konda Bauri sahi & other area
14	15	Agriculture Colony, Bebrta Bagicha, Sweeper Colney, Old Fire Station, Dhepo Bauri sahi, Ram Mandir, Aghram Sahi, jailpeta Sahi, High School Road & Other area
15	Newly Included Area Marathiguda	Marathiguda -I, Marathiguda -II, Judicial Colony, Sabar Bihar, Housing Board, Deo Nagar, Mini Stadium ,Tahasil office Road, Sarswati Sishu Mandir & other areas


24.6.2019
Executive Officer,
Gunupur Municipality.

Signature of the Tenderer/Agency

Details of length of Road & Drain etc (in K.M) of 14 wards & Marathiguda

Ward No.	Length of Road	Length of Drain	Length of Kaccha Raod	Length of Earthern Drain	Burial Ground	Graveyard	Main Road
1	15.613	15.10	12.115	1.00	1	2.00
2	3.65	4.38	2.00	0.30
3	3.587	4.00	0.50	0.30
4	3.61	3.50	0.60	1	0.30
5	3.05	1.50	0.20
6	1.981	2.50	1	0.30
7	2.4	4.08	1.15	
8	4.915	6.13	0.30
9	3.5	5.42	0.50	0.40
10	7.813	10.38	2.00	0.55	1.00
12	1.95	3.50
13	1.93	3.78	1
14	1.42	2.50	1
15	2.5	5.00
Newly Included Area of Matathi Guda	7.18	2.00	2.30	2.02	0.50
Total	65.099	73.74	20.665	4.07	4	1	5.60


 24.6.2019
 Executive Officer
 Municipality, Gunupur

SCOPE OF WORK

A. (1) Sweeping, Collection of Solid Waste & Door to door Collection in Segregated way:

Sweeping of all the roads, lanes, by lanes of entire ward are to be made daily. Domestic refuses shall have to be collected daily from all households, shops, kiosks and vending zones by tricycles. The MSW generated from road sweeping and door to door collection by tricycles is to be accumulated in the dustbins/ garbage bins placed on the road side and temporary collection points identified by Gunupur Municipality from which daily lifting is to be made to the temporary transfer stations identified by Gunupur Municipality as per the scope of work mentioned in item-3 Cleaning of Mashani Area and River ghat on regular basis. Night Cleaning should be made in the Market Area & Bus-Stand.

(2) Cutting of bushes & cleaning of drains:

The bushes & shrubs from roadside berms & conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e removal of polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by Gunupur Municipality from which daily lifting is to be made to the temporary transfer stations identified by Gunupur Municipality as per the scope of work mentioned in item-3.

(3) Collection & Transportation of Solid Wastes:

The municipal solid wastes which is generated from various sources and accumulated as mentioned in item-1 and item-2 above is required to be collected in segregated way and lifted from different collection points/dustbins of that particular ward and transported to the designated dumping place/temporary transfer station / compost pits as decided by the Gunupur Municipality. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be supplied by Gunupur Municipality as per direction of the Officer-In-Charge, Gunupur Municipality.

Signature of the Tenderer/Agency


24.6.2019
Executive Officer
Municipality, Gunupur

The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Gunupur Municipality.
5. Garbage generated from Bush and grass cutting from road side berms and conservancy lanes.

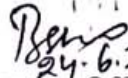

24.6.2019
Executive Officer,
Gunupur Municipality.

(B) Submission & opening of tender:

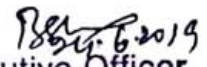
The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for executing Sanitation Work under Gunupur Municipality" & "Financial Bid for executing Sanitation Work under Gunupur Municipality". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Gunupur Municipality - Ward No. 1 to 10, 12 to 15 & Marathiguda area". The tender should be addressed to the Executive Officer, Gunupur Municipality, PO/PS - Gunupur, Dist-Rayagada Odisha, PIN-765022.

Name of Firm/Agency etc, Complete postal address, e-mail address and telephone number of the tenderer shall be written on the bottom left corner of the sealed envelope.

* The Tenderers are required to produce original Documents for verification at the time of Opening of TechniclaBid, if required.


24.6.2019
Executive Officer,
Gunupur Municipality.

Signature of the Tenderer/Agency


24.6.2019
Executive Officer
Municipality, Gunupur

Eligibility criteria & General Instructions to Tenderers

The tendering Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur are required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily /out rightly rejected and will not be considered any further.

- (a) Registration Certificate of the applicant's organization.
- (b) The agency should be registered under appropriate authority of the State/Central Govt. and must possess valid licenses for providing Manpower Services.
- (c) Banker's name, Telephone Number.
- (d) Copy of PAN/GIR(General Index Register (India income taxes) Card.
- (e) Copy of IT return filed for the last three assessment years.
- (f) Copies of EPF & ESI Registration Certificate.
- (g) Copies of EPF Electronic Challan Return (ECR) for 100 Labour (One Hundreds) & remittance confirmation slip for last three month.
- (h) Copy of valid contract Labour License (REGULATION AND ABOLITION) Act, 1970 for 100 Labour (One Hundred).
- (i) Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the last financial year.
- (j) EMD 1% of the quoted value for one year in shape of Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur) separately.
- (k) Cost of Tender Paper of Rs. 10,000.00 Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur) separately.
- (l) An affidavit mentioning that he/she/firm/Company etc is not black listed by any Govt. Organization/ undertaking or that no Criminal or Vigilance Case is pending.
- (m) Covering letter (on the letter head of the bidder).
- (n) Anti-collusion certificate (on the letter head of the bidder).
- (o) Performance Guarantee 1% of the quoted value for one year in shape of Bank Draft/ Banker's Cheque (Only SBI payable at Gunupur) separately.
- (p) Solvency certificate to a tune of Rs. 30.00 Lakh (Thirty lakh) obtained from Revenue Department in favour of Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur.
- (q) All Annexures of this NIT.
- (r) **If it is detected that, a Bidder is having any negative or unsatisfactory record in providing services to any Government / Private Organization, then the Bidder shall be disqualified on that ground.**

THE BIDDERS WHO MEETS THE QUALITATIVE REQUIREMENTS SPECIFIED IN THE TECHNICAL BID WILL ONLY BE CONSIDERED FOR PARTICIPATING IN THE FINANCIAL BID. FINANCIAL BID OF THE TECHNICALLY DISQUALIFIED BIDDERS WILL NOT BE OPENED.

Note:-

- (i) Submit photocopy of all the documents stated above.

Signature of the Tenderer/Agency

Bel...
24.6.2019
Executive Officer
Municipality, Gunupur

(ii) Non submission of any document as required in the tender will lead to rejection of the tender.

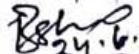
B. S. S.
24.6.2019
Executive Officer,
Gunupur Municipality.

Signature of the Tenderer/Agency

SPECIAL CONDITIONS:

1. The agency shall indemnify the Gunupur Municipality against any claim, losses, damages concerning to workers/ employees during the contract period.
2. Payment shall be made by the agency to his employees/ workers as for their category and nature of work which shall not be less than the declared from time to time under minimum wages Act by Govt. of Odisha.
3. The successful bidders shall execute an agreement with the Gunupur Municipality within 10 days from the date of receipt of letter of acceptance from Gunupur Municipality. The EMD shall be retained as security deposit till closure of the contract without any interest. The EMD which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. The EMD of the unsuccessful tenderers shall be refunded back on application only after finalization of the bid and drawl of agreement with the successful bidder. In case of failure to execute agreement in time, the EMD will be forfeited to Gunupur Municipality fund. The different clauses of tender call notice mentioned herein including DTCN shall form a part of the agreement.
4. Details of Terms & Conditions will be incorporated in the agreement.
5. The sweepers, labours engaged for door to door collection of wastes, drain cleaners, bush cutters etc. engaged for loading and unloading will perform their duty in uniform. This shall be complied by the Executing Agency so as to ensure better identification by the public as well as officers of Gunupur Municipality.
6. The Contractor/Agency will provide Identity Card to all labours & Supervisors and they will use this Identity card during working hours only.
7. Gunupur Municipality will identify temporary transit points within the ward and place dustbins/ container from where the Municipal Solid Waste (MSW) is to be lifted to the temporary transfer station identified by Gunupur Municipality. The agency will submit the Bill along with statutory demand like EPF etc. at the end of each month for payment.
8. Gunupur Municipality shall have the right to add or delete any condition (s) to and from the agreement as and when necessary for smooth management of sanitation work.
9. If the Agency will not performed the sanitation work to the satisfaction of Gunupur Municipality authorities in any particular day or will not respond to any complaint received from general public regarding sanitation work within four hours receiving complaint at the Municipality Office , then the Gunupur Municipality is at liberty to either engage and substitute manpower for sweeping , bush cutting, drain cleaning , engage own vehicle , hired vehicles for lifting the pending MSW, etc. & recover the expenditure incurred therein as per the estimated cost by Gunupur Municipality or may impose penalty upto 0.5 % of monthly agreement value, in which the decision of the Executive Officer will be final and binding, which shall be recovered from the monthly bill of the Agency. However no penalty shall be applicable during extra ordinary circumstances i.e. riot, disaster & bandh for the affected localities.
10. The waste collectors engaged by the agency shall collect solid waste from various households on daily basis in particular fixed timing area wise as may be finalized by the agency on consultations with the Officer-in-charge of Gunupur Municipality.
11. The agency shall start the work by 5.30AM and transfer the solid waste generated from different sources and smooth lifting of MSW so generated.

Signature of the Tenderer/Agency


24.6.2019
Executive Officer
Municipality, Gunupur

12. Executive Officer, Gunupur Municipality reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Municipal Administrator /Council, for any justifiable reasons, not mandatory to be communicated to the tenderer.
13. The contract will be for a period of 1 (One) year subject to satisfactory performance of the contractor. Gunupur Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period and no party will have right to challenge it.
14. The agency is advised to submit their tender after **physical inspection of the site**, a very detailed assessment for providing the above services at the mentioned area. However, the tenderer should quote only the **lump sum amount** in respect of all the services covered under this contract and that the rates should not be proposed on the basis of manpower deployed under this contract. No request for alteration in the rates, once quoted will be entertained within the period of contract. Decision of the Executive Officer will be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.
15. Acceptance by the Municipal Administrator / Council will be communicated by FAX/ email or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the FAX/email etc. should be acted upon immediately.
16. The contract would be decided as per the rates quoted for Item No.-1 of the financial bid.
17. The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.
18. Failure of the Successful Bidder to comply with the requirements of Clause mentioned in the NIT shall constitute sufficient grounds for the annulment of the Bid, and forfeiture of the EMD. In such an event, Gunupur Municipality reserves the right to
 - a. either invite the next lowest Bidder for negotiations.

Or

 - b. take any such measures as may be deemed fit in the sole discretion of Gunupur Municipality, including annulment of the bidding process.
19. The payment will be made on presentation of pre-receipted bill (in duplicate) complete in all respects on monthly basis after completion of the month for having rendered the services satisfactorily. For this purpose the Contractor/Agency should obtain certificate from the authorized Officer regarding satisfactory completion of the work.
20. In case, labour rate is hiked by Govt. of Odisha, payment will be made accordingly considering the engagement of labour in the work duly certified by the Officer-In-Charge of the work.
21. Night cleaning is mandatory in Gunupur Bus-Stand.
22. The agency should maintain a public complain & suggestion register showing daily record of cleaning with remark of inhabitants which may be checked by the Officer-In-Charge of Gunupur Municipality to assess the performance of the agency awarded to execute the work.
23. All disputes shall be under the jurisdiction of the court at the place where the headquarter of the authority who has executed the agreement is located.


Executive Officer,
Gunupur Municipality

Signature of the Tenderer/Agency

**SCHEDULE OF PAYMENT TO BE MADE BY THE
CONTRACTOR AND BENEFITS TO BE PROVIDED
BY THE CONTRACTOR TO THEIR WORKER.**

- (I) The Contractor/Agency shall pay not less than the minimum wages to the Sweeping/Cleaning workers & other workers engaged by him as notified by the Govt. of Odisha from time to time.
- (II) The Contractor/Agency will disburse monthly wages of Sweeper & Supervisors through their individual bank A/c.
- (III) The Contractor/Agency will take Biometric attendance of all the workers and supervisors at the beginning and ending of the work on the daily basis.
- (IV) The Contractor/Agency should ensure that all sanitation workers will work for 8 hours per days as per the rule prescribed by Labour & ESI Deptt
- (V) If the Chairperson /Administrator is not satisfied based on feedback from public, then 10% amount will deducted from that monthly bill.
- (VI) The Contractor shall be liable for making the contribution, in accordance with the provision of EPF Act, 1952 and the Scheme framed there under in respect of the personnel employed by him.
- (VII) The Contractor will be responsible for providing jacket to their workers.
- (VIII) The contractor will be personally responsible for compliance of all relevant Act, Rules & Regulations as applicable from time to time under labour Act. Further, he/she has to ensure all requirements/ formalities/submission of returns required under Contract Labour (R & A) Act, 1970, EPF Act, 1952, Minimum Wage Act, 1948 and etc.
- (IX) In case of non-compliance, the contract will be terminated without assigning any reason by giving 30 days' notice in writing.

Seal:

Date:

B. S. S. 2019
Executive Officer
Gunupur Municipality

Signature of the Tenderer/Agency

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

To

Executive Officer,
Gunupur Municipality.

Sub: **CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT GUNUPUR MUNICIPALITY WARD No. 1 to 10, 12 to 15 & MARATHIGUDA AREA.**

Ref: Your NIT No. _____ dated _____.

Sir,

I / We have read all the particulars regarding the information's and other terms and conditions of the contract (NIT) for cleaning, sanitation and waste disposal services at Gunupur Municipality and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I to this tender and I/we agree to hold this offer. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

All pages have been added to and form a part of this tender.

Every page so attached with this tender bears my signature and the office seal.

Cost of Tender Paper , EMD & Performance Guarantee drawn in favour of Executive Officer, Gunupur Municipality payable at Gunupur are enclosed vide No. _____
Dt. _____ & No _____ Dt. _____ & No _____
Dt. _____ respectively as required.

Yours faithfully,

Signature of the Tenderer/Agency

Seal:

Date:

Signature of the Tenderer/Agency

P. S. S.
24.6.2019
Executive Officer
Municipality, Gunupur

Anti-Collusion Certificate

I / We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, I / we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I / We hereby certify and confirm that in the preparation and submission of our Proposal (NIT), I / we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

I / We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal (NIT).

Dated thisDay of, 2019

.....
(Name of the Bidder)

.....
(Signature of the Bidders / Authorised Person)

.....
(Name of the Authorised Person)

0NB:-This should be submitted on the letter head of the Agency.

B. S. S.
24.6.2019
Executive Officer
Municipality, Gunupur

0Signature of the Tenderer/Agency

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

1	Name of the Tendering Agency:					
2	Details of EMD No _____ Date _____ for Rs. _____ drawn on Bank on SBI payable at Gunupur.					
3	Details of Performance Guarantee No. _____ Date _____ drawn on Bank on SBI payable at Gunupur.					
4	Name of Proprietor/Partner/Director:					
5	Full Address of Registered Office: Telephone No. _____ FaxNo. _____ E-mail address _____					
6	Full Address of Operating/Branch Office: Telephone No. _____ FaxNo. _____ E-mail address _____					
7	Name & Telephone No. of Authorized Person to liaise with office:					
8	Banker of the Agency: Telephone No. of the Banker: _____					
9	PAN/GIR No (Attach self attested copy).					
10	Valid GSTIN Number (Attach self attested copy).					
11	EPF Registration No (Attach self attested copy).					
12	ESI Registration No (Attach self attested copy).					
13	Copy of IT return filed for the last three years (Attach self attested copy).					
14	Copies of EPF Electronic Challan Return (ECR) for (100 nos) & remittance confirmation slip for the last three months (Attach self attested copy):					
15	Valid Labour License under Contract Labour (R & A) Act, 1970 for 100 nos (Attach self attested copy):					
16	Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the last financial year (Attach self attested copy).					
17	Financial Turnover of the agency for the last one year should not be less than 1.00 Crore in the field of Sanitation work.					
18	Anti-collusion Certificate (Attach Letter head copy).					
19	Solvency Certificate of Rs. 30,00,000/- in favour of the Man Power Service Providers/Registered Firms/Registered NGO/Entrepreneur issued by Revenue Department, Govt. of Odisha (Attach self attested copy)					
20	Give details of the major similar contracts handled by the tendering agency.					
21	Additional information, if any (Attach separate sheet if space provided is insufficient)					
Sl. No.	Name of Client, Address, Telephone & Fax No.	Man Power Service provided		Amount of contract (Rs in lakhs)	Duration of contract	
		Type of manpower provided	No		From	To

Signature of the Tenderer/Agency

B. S. S.
 24.6.2019
 Executive Officer
 Municipality, Gunupur

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Signature of the Tenderer/Agency

Seal:

Date:

[Handwritten Signature]
24.6.2019
Executive Officer
Municipality, Gunupur

Signature of the Tenderer/Agency

FINANCIAL BID
(On the Letter-head of the Agency/ Bidders)

To

The Executive Officer,
Gunupur Municipality,
Dist.-Rayagada,
Odisha,.

Dear Sir,

I/We, submit the sealed Price Bid for appointment as Sweeping and Cleaning Contractor at GUNUPUR MUNICIPALITY.

(a) I/We thoroughly examined and understood instructions to tenders, terms and condition of contract, given in the NIT and those contained in the different conditions of contract and its annexure and agree to abide by them.

(b) I/We hereby offer to work at our quoted rate for the works mentioned in Annexure-I.

(c) I/We undertake to take responsibility of statutory liability such as EPF etc.

(d) I/We shall be bound by the communication of acceptance of the offer despatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the Municipal Council, Gunupur, the offer will remain open for acceptance till the next working day.

(e) As required no documents are being enclosed with Price Bid. All documents have been enclosed with the technical bid along with earnest money & Performance gurantee. I/We agree to abide by conditions to be imposed by Gunupur Municipality.

Yours faithfully,

Signature of the Tenderer/Agency

Seal

Date

Signature of the Tenderer/Agency

Be...
24.6.2019
Executive Officer
Municipality, Gunupur

FINANCIAL BID

Sl. No.	Job Description for 86 Labours, 04 Supervisors including loading & unloading etc	Quantity	Unit
1	2	3	4
1	<p>Door-to-door collection of municipal solid waste (MSW) in the ULB and its transportation to designated locations. Collection of MSW from designated locations and transportation to the compost pits and landfill. Sweeping of streets, footpath and pavements, cleaning of road side drains, uprooting of vegetation, collection of construction debris from its source and transportation of the same to designated locations. Collection of MSW from the bulk generators of MSW in the ULB wards and its transportation to designated locations. As per detail description of scope of work mentioned in clause A-1,2& 3 for entire ward No.1 to 10, 12 to 15 & Marathiguda area. including loading and unloading, supply of all labour as per the direction of the Officer-in-charge including cost of Supervisor & taxes viz GST, income tax, and other taxes & fees as applicable from time to time with highest standard of services.</p>	<p>As per conditions of NIT and scope of work.</p>	<p>SCHEDULE-I-1 Monthly lump sum</p>
	Rate in words:-		
	Rate in figures:-		

(One item of work only)

Signature of the Tenderer/Agency

Prasanna B. 2019
Executive Officer
Municipality, Gunupur

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the NIT form.

I/We have carefully read the terms and conditions of the NIT and are agreed to abide by these in letter and spirit.

NB: The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.

No. of correction:-

No. of interpolation:

No. of overwriting:

Signature of the Tenderer/Agency

Seal

Date

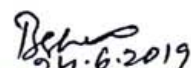
B. S. ...
Executive Officer,
Gunupur Municipality

Signature of the Tenderer/Agency

CHECK LIST FOR OFFICE USE

Sl.No	List of documents	Details of document submitted Yes/No	Remarks
1	2	3	4
1	Valid Registration Certificate of applicants organization.		
2	Registered under appropriate authority of the State/Central Govt. and must possess valid licenses for providing Manpower Services.		
3	The registered office or one of the branch offices of the Manpower Service Provider should be located within the jurisdiction of the user Guunpur duly registered under appropriate authorities i.e. Urban Local Body/DIC/Service Tax/DLO.		
4	Cost of Tender Paper Rs. 10,000/- Furnished.		
5	Valid PAN/GIR Card.		
6	Valid GSTIN Number		
7	Valid and up to date EPF Regn.Certificate.		
8	EPF Electronic Challan Return (ECR) for 100 Nos & remittance confirmation slip for the last three months.		
9	Valid labour license for 100 Nos. under contract labour (Regulation and abolition) Act, 1970.		
10	Valid ESI Regn. Certificate.		
11	IT return filed for the last three assessment years.		
12	Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the last financial year.		
13	EMD Furnished.		
14	Performance Guarantee Furnished.		
15	Solvency certificate of Rs. 30,00,000/- furnished .		
16	Anti Collision certificate furnished.		
17	Covering letter of Technical Bid.		
18	Covering letter of Financial Bid		

Signature of the Tenderer/Agency


 24.6.2019
 Executive Officer
 Municipality, Gunupur

To be filled up by the tendering agency

Total no of corrections:-

Total no of Over writing:-

Total no of Interpolation:-

Name of the Agency: -

Correspondence address of the Agency: -

Tel./Fax No:-

Mobile No:-

-e-mail id:-

(Signature of the bidder)

B. S. S.
24.6.2019
Executive Officer,
Gunupur Municipality.

Signature of the Tenderer/Agency