

OFFICE OF THE NOTIFIED AREA COUNCIL : GUDARI

Tender Ref : No. 88 dated .16/01/2024

BID DOCUMENT

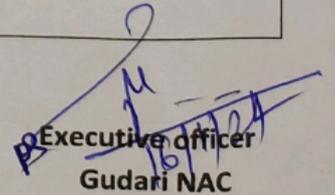
NAME OF THE WORK: Selection of Agency for execution and management of Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC , Rayagada .

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Details of Tender Call Notice

Name of the work	:	Selection of Agency for execution and management of Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC , Rayagada
E.M.D	:	The bid must be accompanied EMD @1% of the total annual Estimate value.
Performance Security	:	5% of the total annual quoted value in shape of Demand Draft from any scheduled commercial bank or any nationalized bank in favour Executive Officer Gudari NAC payable at Gudari at the time of execution of Agreement with the successful bidder.
AGENCY	:	As per eligibility criteria
Period of contract	:	One Year
Cost of Tender document	:	Rs.10,000/- (Rupees Ten thousand) only.
Period of Sale of Tender document	:	16.01.2024 to 24.01.2024
Last Date for receipt of Filled in Tender document	:	24.01.2024 upto 5.00 PM
Place & Date of Opening of Technical bid	:	25.01.2024 at 11.30 A.M Gudari NAC
Place & date of opening of Financial Bid of eligible Tenders	:	25.01.2024 at 3.30 P.M Gudari NAC
Officer invited the Tender	:	Executive Officer, Gudari NAC
Likely date for commencement of deployment of required manpower	:	01.02.2024

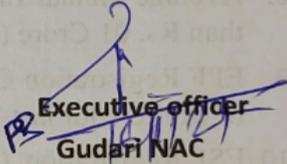
Signature of Bidder

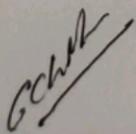

Executive officer
Gudari NAC

WORK DETAILS

Sl No.	Name of the work	Estimated cost per annum (in Rs.)	E.M.D. (1% of the annual estimated cost in Rs.)	Cost of tender paper	Agency	Period of contract
1	Selection of Agency for execution and management of Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC , Rayagada .	23,48,400 /-	23484 /-	10,000/-	As mentioned in the bid document and Tender call Notice.	One year

Signature of Bidder


Executive officer
Gudari NAC



Eligibility criteria:

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

1. The bidder must be a registered Company Limited/Private limited/ Proprietor/partnership firm allowed to participate in the Bid only. The bidder should have experience of at least 05 years.
2. Tender period for carrying out the work for 01 years and which may be extended upon satisfactory completion, and mutual discussion between the Authority and the service provider.
3. Consortium is not allowed to participate in the Tender.
4. Cost of Bid Document of Rs.10,000.00 must be in the shape of Demand Draft from any scheduled commercial bank or any nationalized bank in favour Executive Officer Gudari NAC payable at Gudari .
5. EMD must be submitted as 1 % of the total annual estimated value in shape of Demand Draft from any scheduled commercial bank or any nationalized bank in favour Executive Officer Gudari NAC payable at Gudari . No exemption is allowed otherwise the bid will be rejected
6. Experience certificate should be at least of 5 years issued from concerned ULBs for performing similar nature of work in sweeping of roads, cleaning of drains, bush cutting and transportation of MSW
7. Single or two work order/ experience certificate more than of Rs. One Crore within any ULB, Odisha in last five years of Sanitation work.
8. Average annual financial turnover certificate for similar nature of work to the tune of more than Rs. 01 Crore (one crore) for last three financial years.(only from sanitation work)
9. EPF Registration Certificate and Month wise payment confirmation slip for minimum 100 no's of workers for last Three Months up to August- 2023 (only from sanitation work).
10. ESI Registration Certificate and Month wise ESI deposited payment confirmation slip for minimum 100 no's of workers for last ThreeMonths. (up to August- 2023 only from sanitation work).
11. Copy of valid Labour Contract License for at least 100 no's of persons for similar nature of work.
12. Valid ISO certification. (ISO 9001, ISO 14001, ISO 45001)
13. Valid PAN Card.
14. Valid GST Registration Certificate and up to date clearance.
15. IT Return for the last 3 years.
16. Audited Balance sheet last 3 financial years i.e. 2020-21, 2021-22,2022-23
17. The registered office or one of the branch office of the agency should be located within the jurisdiction of the Gudari NAC duly registered under appropriate authorities i.e, ULB/DIC/GST/DLO.
18. The bidder must not be blacklisted/ debarred from any central govt. /state govt. /any ULBs/Govt. organizations/PSUs in last 5 years. The bidder has to submit an affidavit duly notarized in this aspect.

Signature of the Bidder

Gehlot

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[Signature]
Executive Officer
Gudari 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 during road sweeping must be collected separately i.e. wet & dry waste in partitioned bin.

- a. Sweeping of the entire ward area both road and road sides. During sweeping in market area, water must be sprinkle to avoid dust.
- b. Night sweeping in main road & market area must be ensured in daily basis.
- c. Dust deposited in the berm of road must be cleaned twice in a week & to be lifted in designated landfill site.
- d. Lifting of garbage's from all NAC temporary/primary collection point to the nearest wealth centre.
- e. Lifting of Garbage's from market places including commercial/industrial institutional units.
- f. Lifting of dead animals and carcasses
- g. All NAC drains including earthen drains should be cleaned and waste including siltdeposition should be lifted out side.
- h. Removal of dust and sand lying on the roads must be ensured in daily basis.

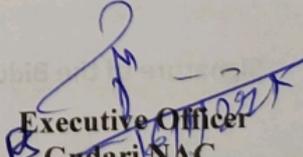
(2) Cutting of Road side Bushes:

The uprooting of bushes & shrubs from roadside berms & conservancy lanes must be ensured by the agency at regular interval of time.

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

The road side 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 road side & temporary collection points identified by ULB. From which daily lifting is to be made to the temporary dumping point by the agency. All types of solid wastes collected from different places are to be ensured separately at the identified primary collection point of the ULB. Thereafter, the same is to be suitably loaded in to transporting vehicles with green covered such as truck/mini truck/tractors as per requirements and shall have to be transported to the designated point/wealth centre identified by the ULB and will be unloaded systematically by the agency as per direction of the officer in-charge of the ULB. In no case, solid waste generated on a day shall not remain in the area for more than 24 hours.

Signature of the Bidder


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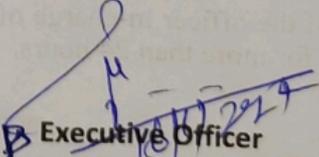
(4) Service delivery performance Criteria:

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.
Complaint Redressal	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 time to time 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.

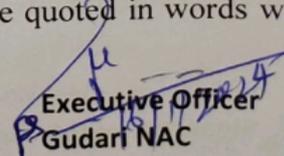
Signature of the Bidder


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General Terms and Conditions:

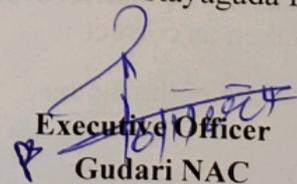
1. The Bidder is expected to examine all the instructions, terms and specifications in the bid document. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at bidder's risk and resulting in rejection of bid.
2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Selection of Agency for execution and management of the Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC**" & "**Financial Bid for Selection of Agency for execution and management of the Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC**" Both the envelopes should be kept in another sealed envelope super scribing "**Selection of Agency for execution and management of the Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC .**"
3. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labour charges, conservancy material for sweeping, bush cutting, drain cleaning, including lifting of MSW and other miscellaneous expenditures. The cost of documentation like taking photograph whenever necessary will be borne by the agency as per direction of officer -in-charges.
4. The bidder must have appropriate resource, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. This bid is meant for carrying out of the work for a period of one year which may be extended upon satisfactory completion and mutual discussion between the Authority and the service provider.
6. The Gudari NAC shall have the right to terminate the contract on the ground for improper performance and violation of the terms and the contract without assigning any reason thereof by giving 30 days prior notice.
7. The conditional and incomplete bid is liable for outright rejection
8. Letter of authorization for representing the Entrepreneur /Agency and to sign the bid document should be enclosed along with the bid document.
9. Bids containing any alteration or over writing in the bid documents is subject to rejection.
10. The bidders shall sign every page of the tender documents and submit all of them.
11. 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.

Signature of the Bidder


Executive Officer
Gudari NAC

12. 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 necessary legal action will be initiated.
13. 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.
14. 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.
15. 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 what so ever like employer and employee's relationship.
16. The agency/organization shall be solely responsible for re-dressal of grievance.
17. The ULB shall not be responsible for any financial loss or any injury or death of any person deployed by the agency during working place or non-working hour also.
18. The tools & plants like jhadu, jhudi, will be provided by the agency and the push cart, tricycle, wheel barrow will be provided by NAC.
19. The Agency/Organization will provide uniform/ID card and all type of safety articles (PPE) like Mask, gloves, soap, gun boot, sanitizer and etc. to their deployed staff at their own cost.
20. Since this is a pure service being a functions entrusted to NAC, No GST is applicable
21. The bidder who was blacklisted/ debarred earlier need not to participate in this Tender.
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 succeeding month the producing acquaintance copy along with EPF/ESI payment slips.
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 mutual understanding between the two or as per the law inside the jurisdiction of Rayagada Dist.

Signature of the Bidder


Executive Officer
Gudari NAC

CHECK LIST

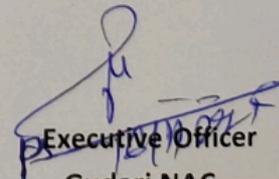
Sl. No	List of Document	Details of document Submitted Yes/No	Page No.
1	Bid document cost of Rs.10,000.00		
2	EMD @ 1% of the total annual estimated value.		
3	Experience certificate for at least 2 years from any ULBs of Odisha only.		
4	Average annual turnover certificate for similar nature of work to the tune of more than Rs.1 Crore (one crore) during last 3 financial years with UDIN no. and submit the Audit report.		
5	Registration certificate.(Proprietor/Partnership/Company)		
6	EPF Registration Certificate and month wise payment confirmation slip for minimum 50 no's of workers for last Three Months up to Dec-2024 (only from sanitation work).		
7	ESI Registration Certificate and month wise payment confirmation slip for minimum 50 no's of workers for last Three Months up to Dec-2024 (only from sanitation work).		
8	Labour contract License.		
9	Valid ISO Certifications. (ISO 9001, ISO 14001, ISO 45001)		
10	Valid PAN Card.		
11	Valid 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 in last 5 years.		
13	IT returns for the last 3 years.		
14	Audit Report for last 3 financial years i.e. 2020-21, 2021-22 & 2022-23		
15	Affidavit regarding genuineness /Authenticated documents attached to Bid document citing declaration for rejection if found fabricated/false.		

Name of Firm / Company/Organization:-

Address:-

Contact No. :-

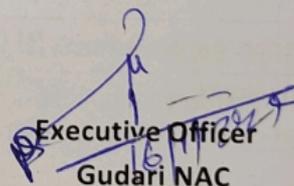
Signature of the Bidder


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Gudari 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 executants 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 found to be incorrect in future, the Authority has the liberty to take any action as deemed fit.
7. I/We shall abide by the decision of the Executive Officer, Gudari NAC for effectiveness of the sanitation programme and the instructions communicated from Housing and Urban Development Department, Odisha, and Bhubaneswar.

Signature of the Bidder


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Gudari NAC

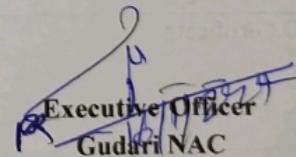
FINANCIAL BID

SL N O	SCOPE OF WORK	Annual Estimated Cost (in Rs)	Service Charges quoted for Sanitation work in percentage	Total Cost (Annual in Rupees)	
				In figures	In Words
1	Selection of Agency for execution and management of the Sanitation work and supply of the Sanitation workers in all wards of Gudari NAC	23,48,400 /-			

NB (1): The minimum rate of Service Charge in out sourcing of services shall be 3.85% and should not exceed 7% in any case. The Service Charges must be quoted with numbers upto two digits after decimal.

NB (2): The bidder with the lowest Service Charges shall be awarded the contract. However, in case two bidders quote same lowest Service Charges, the bidder with higher mark in Technical bid shall be awarded the contract. In case, if both the bidders quote same lowest Service Charges as well as score equal marks in Technical bid, the awarding of contract shall be decided by Transparent lottery procedure.

Signature of the Bidder


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Gudari NAC

CRITERIA FOR CRITERIA FOR EVALUATION

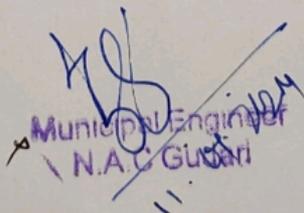
Evaluation of Technical Proposals

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

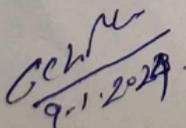
Sl. No.	Evaluation Parameters	Maximum Mark	Criteria for award of Mark
1	Year of Registration (To be counted from the date of initial Registration of the Agency)	15	<ul style="list-style-type: none">• 5 years : 05 marks• > 5 to 10 years : 10 marks• Above 10 years : 15 marks
2	Experience of managing man power services in sanitation works / SWM works of the ULBs in the State of Odisha only.	20	<ul style="list-style-type: none">• 5 years : 05 marks• > 5 to 10 Years : 10 marks• Above 10 Years : 20 marks
3	Average Turn Over Certificate for Last 3 Financial year (2020-21, 2021-22 and 2022-23) with UDIN no.	20	<ul style="list-style-type: none">• 2 to 3 crores : 10 marks• >3 crores to 05 crores : 15 marks• Above 05 crores : 20 marks
4	Experience in handling ULBs in similar nature of work with strength of sweepers in single work order (To be determined from single Work Order or single Experience Certificate in last five year)	15	<ul style="list-style-type: none">• 100 : 05 marks• 101 - 150 : 10 marks• Above 150 : 15 marks
5	Current strength of the organization (to be determined from payment confirmation slip of EPF for last 3 months up to August- 2023)	20	<ul style="list-style-type: none">• Up to 100 persons : 05 marks• 101 - 300 persons : 10 marks• 301- 500 persons : 15 marks• Above 500 persons : 20 marks
6	Valid ISO Certificate	10	<ul style="list-style-type: none">• ISO 9001 : 3 marks• ISO 14001 : 3 marks• ISO 45001 : 4 marks

Financial Bid, shall be opened after completion of technical evaluation and only those bidders who score at least 50 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of Bidder


Municipal Engineer
N.A.C. Gudar

Executive Officer
Gudar NAC


9.1.2024