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SONEPUR MUNICIPALITY

**Housing & Urban Development Department
SONPUR MUNICIPALITY**

Dist: Sonpur

Notification No:2026-ORULB-138300 /Dt.12-08-2026

REQUEST FOR PROPOSAL

For

Sanitation work

(All 15 Wards — Single Package)

Issued by:

**Executive Officer
Sonpur Municipality**

Sonpur, Odisha

AUGUST-2026

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OFFICE OF THE MUNICIPAL COUNCIL: SONPUR

e-mail: sonepurm.hud@od.gov.in

DTCN NO. 2026-ORUB-128300 No. 2453 DATE:- 12.08.2026 Dt. 12.8.26

1	Name of the work for which tender is invited	:	TENDER FOR SUPPLY OF SANITATION WORKERS ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY TO SONPUR MUNICIPALITY OF WARD NO. 01 to 15.
2	Estimated cost of work	:	Rs.28,39,650/- Per Month inclusive of service charges, EPF, ESI and hire charges of tractors)
3	Eligible class of bidder	:	Intending Firms/ Service Providers/ Contractor/ Company those have experience in similar nature of work for at least three years and other criteria given in the RFP (Consortium is not allowed)
4	The bid documents will be available in the website.	:	www.subarnapur.nic.in / www.sonepurmunicipality.in / www.tendersodisha.gov.in
5	Start date of bidding of Tender	:	13/08/2026 from 10.00 AM
6	Last date and Time of bidding of Tender	:	24/08/2026 (upto 4:00 PM)
7	Opening of technical bid documents	:	25/08/2026 at 11.00 AM
8	Opening of financial bid documents	:	29/08/2026 at 11.00 AM
9	Likely date for commencement of the service	:	To be intimated later
10	Cost of tender paper (non refundable)	:	Rs.11,800/-(Rupees Eleven Thousand Eight Hundred) only in shape Demand Draft in favour of Executive Officer, Sonapur Municipality payable at Sonapur
11	The DTCN may also be downloaded from the website	:	www.subarnapur.nic.in / www.sonepurmunicipality.in / www.tendersodisha.gov.in
12	Any other details can be found in the RFP	:	

Executive Officer,
Sonpur Municipality

Memo No :- 2454 Date :- 12.8.26

Copy submitted to the Joint Secretary, I & P.R Department, Govt. of Odisha, Bhubaneswar (email:- ipr.advt@gmail.com) for information with a request to publish this notice in One odia and one English daily newspaper for one day with the minimum space, approved rate and submit one copy of publication for reference and copy in duplicate along with the bill for making payment.

Executive Officer
Sonpur Municipality

Memo No :- 2455 Date:- 12.8.26

Copy submitted to the Collector, Sonpur/ / Project Director, DUDA, Subarnapur / Sub-Collector, Sonpur/ Tahasildar, Sonpur/ for favour of kind information and necessary action. They are requested to display the above notice in their notice board.

Copy to this notice board/Office website for wide publication/Tender website publication.


Executive Officer
Sonpur Municipality

Memo No :- 2456 Date:- 12.8.26

Copy to the DIO, NIC, Sonpur for information with a request to publish the above notice in the district website.


Executive Officer
Sonpur Municipality

SECTION-I

INSTRUCTIONS TO THE BIDDER

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A. General Information:

1. The Executive Officer Sonpur Municipality, Dist. Subarnapur requires the service of male sweepers and female sweepers, supervisor and drivers herein after referred to as sanitation workers of requisite nos.as given in this bid document for managing the sanitation activities of this Municipality covering ward No.01 to ward 15 which involves processing of Municipal Solid Waste (MSW) covering activities in the nature of door to door collection of municipal solid waste, street/roads weeping, drain cleaning, cleaning of liquid waste, cutting of bushes, grass and lifting of debris along with lifting of carcass of dead animals and for this purpose intends to engage a service providing agency to manage the day to day sanitation work on outsourcing basis.
2. The period of contract for providing the services will be for one year from the date of effectiveness of agreement. The period of the contract may be further extended based on the mutual consent of both the parties to the agreement or may be terminated owing to deficiency in service of the service provider. The Executive Officer Sonpur Municipality, however, reserves the right to terminate this contract at any time after giving 30 days' notice in writing to the service provider after giving an opportunity of being heard.
3. Executive Officer Sonpur Municipality has the tentative requirements of the sanitation workers as specified below.

1	Unskilled Category	Street/Road Sweeping shifting of dead animals, sand remove from both side of Main road and drain cleaning	95 nos.
2	Unskilled Category	Street/Road both site Bush Cutting	02 nos.
3	Unskilled Category	Spreading of Phenyl, Bleaching powder, Malaria oil, Themo pus etc.	02 nos.
4	Unskilled Category	Night Sweeping at commercial area and Bus Stand	10 nos.
5	Unskilled Category	Transportation of garbage loader at tractor	16 nos.
6	Unskilled Category	For maintainace of sanitation & all parks under Sonepur Municipality	04 nos.
7	Unskilled Category	Crematorium Caretaker	01 nos.
8	Unskilled Category	New Town Hall caretaker	01 nos.
9	Unskilled Category	Multi Propose Community Hall & Hatisal Kalyan Mandap caretaker	05 nos.
10	Skilled Category	Cesspool Helper	02 nos.
11	High skilled Category	Cesspool Driver	01 nos.



12	Skilled Category	Tata Ace Driver	02 nos.
13	Skilled Category	Supervisor	03 nos.
		Total	144 nos.

Bidders have to note that sanitation workers engaged in street sweeping and drain cleaning cannot claim for skilled rate/ highly skilled rate of wages on daily basis. Only when the particular sanitation worker is engaged in drain cleaning or cesspool cleaning activity as per the direction of sanitation in-charge, the skilled rate or highly skilled rate of wages shall become applicable and payment shall become due accordingly. The sanitation workers cannot claim for skilled rate of wages on daily basis when not attending to drain cleaning work or septic tank cleaning activities where the payment shall be made based on unskilled rate of wages and accordingly EPF & ESI benefits shall follow.

4. The interested bidders may visit the location as on any working day between the office hours to have a thorough knowledge of the scope and location (area wise) for services to be performed before preparation and submission of their bid. The location and area wise details are given for reference as annexure in the PGB format & Annexure section of this bid document.
5. The various critical dates relating to the above tender process are as under:

Bidding Schedule	Deadline
Start date of bidding of Tender	13/08/2026 from 10.00 AM
Last date and Time of bidding of Tender	24/08/2026 (upto 4:00 PM)
Opening of Technical Bid	25/08/2026 at 11.00 AM
Opening of Financial Bid of Qualified Bidder	29/08/2026 at 11.00 AM
Likely date for commencement of the service	To be intimated later

6. Bids received "on-line" shall be opened on dt. 24/08/2026 at 11.00 AM in the office of the Office of the Municipal Council, Sonpur, Dist. Subarnapur. Bidders who wish to participate in the bid may witness the opening of bids after logging on to the site through their valid DSC. If the office happens to be closed on the stipulated date of opening of Bids as specified, the bids will be opened on the next working day at the same time and venue. The technical bids will be opened on 24/08/2026 in presence of the bidder or their authorized representative in person of the participated bidders (limited to one only for each bidder), If any, who wish to be present at the bid opening under proper authorization letters upto the satisfaction of the tender committee members. The financial bid of only those bidders will be opened whose technical bids are found to be in order. The tentative date of opening of financial bids shall be on 28/08/2026 at the same venue in the presence of the bidder or the authorized representatives of the qualified bidders, who wish to attend. The tender opening date (technical

and/financial) may be deferred as per the discretion of the tender inviting authority if conditions so warrant.

7. All Govt. Rules governing MSME & Startup/SC /ST bidders shall be applicable.
8. Any form of consortium and joint venture is not allowed under this tender.
9. The competent authority reserves the rights to reject any / all bids and cancel the tender process without assigning any reasons thereof.

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SECTION-II

"SCOPE OF THE WORK"



SCOPE OF WORK

1. Executive Officer Sonpur Municipality invites online bids from the eligible service providers having compatible valid DSC through Odisha Govt. e-procurement system www.tendersodisha.gov.in for providing services of processing of Municipal Solid Waste(MSW) to this Municipality involving street sweeping, drain cleaning, septic tank cleaning, cutting of bushes, grass and lifting of debris along with carcase of dead animals with an objective to ensure zero GPS (Grass, Plastic & Soil). The following is a tentative list.

(1) Road Sweeping:

1. Sweeping, spraying of disinfectant in all the roads, lanes of the entire ward is to be made daily; Commercial Wastes shall have to be collected daily from all commercial complexes, shops, kiosks and vending zones in a segregated manner. The MSW generated from road sweeping and commercial area is /are to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by Sonpur Municipality from which daily lifting is to be made to the Material Recovery Facility Centre and Micro Composting Centre established by Sonpur Municipality as per the scope of work mentioned in item-3.
2. The entire geographical area of the 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.
3. Night Cleaning should be made in the market area & bus stand area which is a mandatory condition in the sanitation work to be certified by the concerned ward officer and Sanitary Inspector.
4. Sweeping of the entire ward area both road and road sides. During sweeping in the market area, water must be sprinkled to avoid dust pollution.
5. Night sweeping in the main road & market area must be ensured on a daily basis.



6. Dust deposited in the berm of the road must be cleaned twice in a week & to be lifted in designated landfill sites.
7. Lifting of garbage from all Municipal temporary/primary collection points to the nearest Wealth Centre (MCC/ MRF).
8. Lifting of Garbage from market places including commercial/industrial institutional units.
9. Lifting of dead animals and carcasses.
10. All Municipal drains including earthen drains should be cleaned and waste including silt deposition should be lifted outside.
11. Removal of dust and sand lying on the roads must be ensured on a daily basis.
12. Affixing service provider's name, ward supervisor's name & their contact nos. in conspicuous places inside the wards so as to redress the complaints of the public without any delay.

(2) Uprooting of bushes & cleaning of drains:

The bushes & shrubs from roadside berms and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned, i.e. removal of soil, 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 Sonpur Municipality from which daily lifting is to be made to the Material recovery facility centre and Micro Composting Centre identifies by Sonpur 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 noted above is required to be collected and lifted from different collection points/dustbins of that particular ward/lanes and transported to the designated place/ Material recovery facility centre and Micro Composting Centre as decided by the Sonpur Municipality. The collection points are to be disinfected by spraying disinfectants like bleaching



powder, phenyl and mosquito Oil etc. which will be supplied by Sonpur Municipality as per direction of the Executive Officer, Sonpur Municipality.

The road side drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid choking 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 Municipality. 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 Municipality. 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 center identified by the Municipality and will be unloaded systematically by the agency as per direction of the officer in-charge of the Municipality. The cost of transportation should be included by the cost of laborers 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 not remain in the area for more than 24 hours.

The Municipal Solid Wastes which are generated from various sources and accumulated as mentioned in item No.(i) to (xiii) shown below is required to be collected and lifted from different collection points/ dustbins of that particular ward and transported to the designated place/temporary transfer station/ MRF/MCC center as decided by this office. The collection points are to be disinfected by spreading of disinfectants like bleaching powder, phenyl and Larvicidal spraying in drains etc. which will be supplied by the Sonpur Municipality to the agency.



The Municipal Solid Waste includes the following :

- (i) Garbage arising solid from street sweeping and cleaning of drains.
- (ii) Domestic refuses.
- (iii) Garbage from roadside shops.
- (iv) Collection of garbage accumulated at temporary collection points on every night identified by designated officer of the Municipality.
- (v) Garbage generated from bush and grass cutting from road side and conservancy lanes on every day basis.
- (vi) Garbage for Drain Cleaning / Desilting on every day basis.
- (vii) 100% Door to Door collection of garbage & its segregation on daily basis and before transmitting to MCC & MRF.
- (viii) MCC Center work for composting of wet-waste.
- (ix) MRF Center work for segregation of dry waste, polythene and plastics.
- (x) MLO, Larvicidal and Malathyne spraying in the drains and water logging areas.
- (xi) Night sweeping and garbages collection from business areas, markets and shops.
- (xii) Lifting of dead animals/ carcase like cow, buffalo & dogs or other domestic animals etc. without delay.
- (xiii) Cleaning of septic tanks through trained workers as per public request/ booking.

The area wise, ward wise, street wise, details are given in annexure to this Bid document which the bidder has to consider for understanding the area of work.

- (4) **Bush Uprooting:** - Garbage generated from bush and grass cutting from road side bushes and conservancy lanes. During Local festivals, National Day Celebration or V.I.P Programme, Special Cleaning work and spraying of disinfectant shall be made by the Agency as per instruction of the Municipal Authority.

(5) **Sanitation work manship :**

The successful bidder should submit a working action plan indicating the street, no of sanitation worker, vehicle number, time of collection of waste from the street, delivery of segregated waste in the MCC and MRF time and location for unloading of saleable and non-saleable dry waste, Supervision mechanism etc with an ultimate objective of Zero discharge to the land fill site.



(6). Collection of the C & D waste:-

Collection of C & D Waste:- The successful agency will collect the C & D waste from the source under the jurisdiction of the Sonpur Municipality and dump at the designated place decided by this Municipality with the knowledge of the ward officer and Sanitation Expert.

(7) Collection of Users fees :-

The Successful agency will collect the users fees from the beneficiaries @ Rs.700/trip as per the approved schedule of rate (i.e all kinds of soil and conveyance) . The ward officer and Sanitation Expert will certify the quantity of C&D waste and Collection to be lifted by the agency. After receipt of the users' fees by the ward officer, the bidder will shift the waste which is over and above the sanitation work. The amount received for this purpose will be deposited to this office duly countersigned by the ward officer.

Signature of the Bidder


Executive Officer
Sonpur Municipality

SECTION – III

GENERAL TERMS AND CONDITIONS



GENERAL TERMS AND CONDITIONS

1. The bidders are required to inspect and assess the entire geographical area as per the given road and drainage network mentioned in this document and quote their rates for Providing Street sweeping, drain cleaning, bush cutting, dead animal shifting, shifting of C&D Waste, lifting garbage daily Private & Govt. to designated site as per H & U.D Deptt. Guidelines etc. for Sonpur Municipality.
2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid which must be submitted online in the tender drop to be kept in the office along with the bid cost and all necessary documents as mentioned in the checklist.
3. The bidders are required to inspect and assess the entire geographical area and quote their rates, accordingly inclusive of all cost as per DTCN.
4. The Bidders are expected to examine all the instructions, terms and specifications in the bid documents. Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of the bid.
5. The Agency must have appropriate resources, Necessary expertise, Requisite manpower and supervisory Staff to undertake the work.
6. The bid is meant for carrying out the work for a period of one year. Sonpur Municipality shall have the liberty to float any comprehensive contract if a situation arises during the contract period & no party will have right to challenge it.
7. Sonpur 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 15 days prior notice.
8. Conditional and incomplete bids are liable for rejection.
9. Letter of authorization for representing the registered firm/entrepreneur/Private company/NGOs and to sign the bid document should be enclosed along with the bid document.
10. The bidders shall sign on every page of the tender documents and submit all of them offline or else the bid will be rejected.
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.
12. All the documents furnished by the bidders are subject to verification from the



issuing authority. In case of any manipulation is found, the EMD will be forfeited & action will be taken as per law.

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 & the name, address telephone number, Aadhaar Card of the Coordinator to be submitted during agreement.
15. A grievance registers to be maintained in the office of the agency inside Sonpur Municipality area & the office to function from 6AM to 6PM hours.
16. The municipality shall not be responsible for any financial loss or any injury or death of any person deployed by the agency during working hours at the workplace or non-working hours also.
17. No GST shall be payable by the Municipality as per GST Notification No. 12/2017– Central Tax (Rate) dated 28.06.2017, that the services of cleaning and sanitation provided to a Municipality fall under GST-Exempt supplies.
18. After completion of each month work the bill in duplicate will be submitted by the agency to the Authority, in 1st week of the succeeding month enclosing acquaintance copy along with EPF/ESI payment slips.
19. Whenever the Govt. of Odisha will enhance the rate of minimum wages, then the Authority shall pay the enhanced amount to the agency /Organization after the agency submits bill as per enhanced rate. But the agency has to pay the enhanced labour rate immediately as per Government guidelines.
20. No interest will be paid on arrear/current bills.
21. The bidders have to submit all documents as per eligibility criteria/Check list shown in the bid documents along with the bid cost.
22. The agency will be responsible for the collection of segregated waste from road sweeping & garbage lifting area.
23. The Agency/Organization will provide uniform/ID card and all type of safety articles like Mask, soap, & sanitizer and etc. to their deployed staff at their own cost.
24. The bidder who was blacklisted/ debarred earlier need not to participate in this Tender.



25. 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. For all intents and purposes the agency shall be the employer within the meaning of different rules and act in respect of work assigned.
26. The person deployed in this work by the agency shall not claim what so ever like employer and employee's relationship.
27. The Swachh Supervisor/Swachh Sathi/ Ward Officer/ JSE/ Councilors/ Executive Officer/ Chairperson of Sonpur Municipality will monitor the sanitation work on regular basis as per the direction by the Municipal Authority. The concerned Ward Officer will be the Nodal Officer for the Sanitation work. The list of the ward officers & contact number will be provided to the agency & the ward officers will give complaint of the ward if any related to sanitation to the Office I/C of the agency in the Sonpur Municipality area & accordingly the grievance will be redressed by the agency within 24 hrs in the presence of the ward officer. Any complaint regarding Sanitation work is to be resolved with the knowledge of concerned Swachh Supervisor/Swachh Sathi / Ward Officer/ Sanitation Expert/ Councilors/ Executive Officer/ Chairperson. A complaint register is to be maintained in the office of the agency inside Sonpur Municipality area by agency staff. Which will be redressed by the Supervisor of the Agency.
28. The quotationer shall have to provide extra sanitation workers as per requirement of this Municipality in occasion like mela, exhibition, festivals, natural calamities Disaster/ Epidemic situation or any other need for engage in official work of this ULB. The extra sanitation worker wages will bear by this Municipality in extra bill when it will be claimed by the Agency.
29. In case of emergency contactor shall use mechanical cleaning like JCB or other machineries for smooth working after that claim the expenditure and reimbursed by Sonpur Municipality.
30. All workers need Police verification certificate for engagement for this work.
31. The age limit of cleaning workers shall not be below 20 years or above 50 years as on the scheduled completion date of contract.
32. The Agency shall comply with all applicable labour laws, including payment of Minimum
33. Wages (Unskilled category for sweepers; Semi-skilled for supervisors).
34. Health check-ups shall be conducted as per statute.
35. Minimum one sweeper for every 500 metres of road length. Each 500-metre stretch is termed a "beat".



36. The service provider shall maintain a personal file in respect of all the sanitation workers who are deployed with the Executive Officer, Sonapur Municipality. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, Aadhar Card details residential address (temporary/permanent), contact no. etc.
37. The service provider will also ensure that the resources deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such resource that is not found suitable by this office for any reasons immediately on receipt of such a request.
38. Sonapur Municipality will identify temporary transit points from where the Waste is to be lifted to the MCC/MRF Centers every night.
39. The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the pollution Control Board.
40. No human resource shall be engaged in cleaning of septic tank or manholes. This shall be the personal responsibility of the service provider to ensure the same.
41. The resources of the 2nd party to the agreement arising as the result of this tender, cannot go for strike without prior notice or take any such unwarranted objectionable steps against the office or public, or involve themselves or engage miscreants which may cause to or shall have the effect of causing any damage to life and/property causing disruption in discharge of sanitation duties. In such an event, the authority reserves the right to cancel the tender and engage sanitation resources without assigning any reason thereof.
42. The service provider will have to deposit the wages of the deployed resource for the concerned billing period in their respective bank account through online transfer/DBT mode and submit the details to the authority for necessary records and processing of bills. Cash payment is not at all allowed under any circumstance except as specifically allowed by the authority under conditions that warrant for such type of payment.
43. If the Agency will not perform the sanitation work to the satisfaction of Sonapur Municipality, Authorities on any particular day, then the Sonapur Municipality is at liberty to engage the substitute man power for sweeping, bush cutting, drain cleaning, engage own vehicle or hired vehicles for lifting the pending MSW & to recover the cost from the Agency and may impose penalty on agreement value of the bill in which, the decision taken by the Executive Officer will be final.



44. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Executive Officer Sonapur Municipality.
45. The service provider shall ensure that the resources deployed are disciplined and do not participate in any activity detrimental to the interest of the Authority. The resources deployed for the purpose must have good moral character and cordial attitude and should not create or instigate for quarrels fights or strikes.
46. The service provider shall provide uniform (2 pairs) Soap, Surf, PPE, Gloves, broom, mask, Apron etc. along with Photo ID Card to the resources deployed at the location at its own cost as per the direction of the sanitation expert of this office and claim reimbursement by submission to the office. No sanitation worker should be allowed to be on field without sufficient and proper PPE or other required work equipments.
47. In case of any loss caused to the Authority due to lapse on the part of the resources discharging duties, the same shall be borne by the service provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the resources deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever observing due procedure.
48. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
49. The service provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the sanitation expert concerned in respect of the resources deployed and submit the same to the authority by 7th day of the succeeding month. The payment will be released within a fortnight of bill submission. No legal recourse may be taken by the service provider upto a maximum period of 03(three) months in case of delay in payment of bills.
50. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
51. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
52. All disputes shall be under the jurisdiction of the Sonpur Court.



53. MSMEs and local start up entities registered in the specific field of providing sanitation service shall be exempted from payment of cost of tender paper and EMD under proof of Registration and should claim the same and shall be allowed to pay a concessional performance security @ 25% of the value of the Performance Security after being successful in the bidding process soon after accepting soon after submission of Letter of Acceptance. However, for other categories of bidders not covered above cost of tender paper & EMD are to be deposited in full and no concession regarding performance security shall be applied.
54. The relaxation condition of prior turnover and prior experience shall be considered as per Govt. guideline for MSMEs/Local start Ups for those meeting the technical requirements of the tender.
55. Bidders are advised not to quote below 03.85% and above 07.00% of the total deployment cost. Bidders quoting less than 03.85% and above 07.00% shall be out rightly rejected. It is important to note that in case if more than one bidder quotes exactly 03.85% or 07.00% towards profit and Administration charges, then selection shall be made based on a transparent lottery system as per OPWD Code. During Evaluation of value or % age, upto three decimal points shall be considered So bidders may quote upto a maximum of three decimal points. No rounding off shall be applied. If Digit next to 3 decimals i.e. fourth decimal place is equal to 5 or more then the third decimal place shall be rounded off accordingly to the immediate natural number. 5th Decimal number shall not be considered.
56. That, the Agency will carry out of the works relating to sweeping, bush cutting, drain cleaning, Night sweeping and garbage collection from shops and business areas lifting of M.S.W., transportations, disposal and disinfection of collection points and spreading disinfectants like bleaching powder, Phenyl, Lime Powder etc. which will be supplied by the office to the Agency from time to time. All necessary work as prescribed by the authority. The cost of documentation like taking photographs where ever necessary will be borne by the Agency as per direction of the Executive Officer.
57. Night sweeping is mandatory in entire Municipality area. The New Bus-Stand and market places should be clean at least twice daily.
58. The Agency shall pay the minimum wages, EPF, ESI and pay other charges to the Labour/Supervisor engaged by him and the Sonpur Municipality shall not be liable in any manner in this regard.
59. That, the bill of the Agency shall be cleared by the Sonpur Municipality on the basis of the works undertaken only after satisfactory performance of sanitation work with proper statutory claim and taxes. The Agency shall not claim interest



(or any other cost) for delay in payment of bill.

60. The resources of the 2nd party to the agreement arising as the result of this tender, cannot go for strike without prior notice or take any such unwarranted objectionable steps against the office or public, or involve themselves or engage miscreants which may cause to or shall have the effect of causing any damage to life and/property causing disruption in discharge of sanitation duties. In such an event, the authority reserves the right to cancel the tender and engage sanitation resources without assigning any reason thereof.

Total of 60 (Sixty nos.) of clauses

Signature of the Bidder


Executive Officer,
Sonpur Municipality

SECTION – IV

SPECIAL CONDITIONS OF CONTRACTS

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SPECIAL CONDITIONS OF CONTRACT:

1. Sonpur Municipal Council reserves the right to decide on the number of workers to be engaged depending on its financial conditions.
2. The Vehicles to be engaged for transportation of solid wastes must be in good running conditions. The bidder will submit the attested photo copy of the required documents of the vehicles such as RC book. Comprehensive insurance, Fitness, Permit, up-to-date road tax from the competent authorities at the time of execution of agreement. The drivers of the vehicles must have valid driving license.
3. The Agency supplying the vehicles will bear-
 - I. The Salary and Other expenses of the driver and other staff attached to the Vehicles.
 - II. Cost of fuel and other lubricants (POL).
 - III. Cost of repair and maintenance of the vehicles engaged.
4. The vehicles offered shall be in good condition. Preference will be given for latest model vehicles. Officials of Sonpur Municipality shall carry out inspection of said vehicles and decision of Sonpur Municipality will be final and binding on the tenderers in this regard.
5. The Agency shall be responsible for obtaining necessary permit comprehensive insurance policy, appropriate driving license etc. and complying with all the statutory requirement including labour laws that may be necessary in this respect, Sonpur Municipality will not be responsible for any consequence out of any violation of Rules or Act by the agency.
6. The agency shall indemnify the Sonpur Municipality against any claim, losses, damages concerning to workers/employees during the contract period.
7. The Agency shall pay all the statutory and other taxes of the vehicles and keep the fitness certificate during the contract period.
8. The Officer-in-charge or authorized officer will check the vehicle documents as and when required.
9. Payment shall be made by the agency to his employees/workers as per their category and nature of work which shall not be less than the estimated labour charges mentioned in Bid document following to minimum wages Act by Govt. of Odisha. It might be increased in Labour Charges, whether Govt. will hike the minimum wages during contract period.



10. The successful bidders shall execute an agreement with the Sonpur Municipality within 3 days from the date of receipt of letter or acceptance from Sonpur Municipality. The APS shall be retained as security deposit till closure of the contract without any interest. The APS which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount.
11. Renewal may be made for another one year considering the satisfactory performance of work and willingness of both parties.
12. Details of Terms & Conditions will be incorporated in the agreement.
13. Sonpur Municipality shall have the right to add or delete any conditions (s) to and from the agreement as and when necessary for smooth management of sanitation work.
14. The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Pollution Control Board.
15. If the agency will not perform the sanitation work to the satisfaction of Sonpur Municipality authorities in any particular day then the Sonpur Municipality is at liberty to engage and substitute manpower for sweeping, bush cutting, drain cleaning, engage own vehicle, hired vehicles for lifting the pending MSW and may impose penalty up to 10% of agreement value in which the decision of the Executive Officer will be final and binding which shall be recovered from the monthly bill of the agency.
 - I. The sanitation workers & drivers engaged by the agency shall not have any criminal record/ criminal case pending against them.
 - II. No sanitation worker shall come to work in an inebriated condition and if found Inebriated, he/she shall not be engaged in duty.
 - III. Misbehavior of sanitation workers towards general public, the officials or political representatives shall not be tolerated. On reporting of any such incident, new workers shall be engaged for each such worker.
 - IV. The sanitation workers must work for the minimum hours prescribed as per law.
 - V. The worker shall work in double shifts or as the sanitation work is urgent nature of work.
 - VI. Frequent absence amongst workers shall not be accepted and Second Party shall always ensure to work with full strength.



VII. For any day the tractor is lying idle due to breakdown, non-availability of fuel/driver/worker shall result in deduction of proportionate charges from the monthly bill of the Second Party.

16. The Sanitation workers engaged by the agency shall collect solid waste from various households on a daily basis in particular fixed timing area wise as may be finalized by the agency in consultations with the Officer-in-charge of Sonpur Municipality.
17. In case of requirement for transportation of solid waste beyond 10 KMs, then the extra payment for transportation will be paid as per schedule of rate for the estimates volume/quantity of garbage.
18. The agency shall start the work by 5.30AM and deploy all the vehicles every day to transfer the solid waste generated from different sources, arrangements for loading and smooth lifting of MSW so generated.
19. In case of any dispute arising out of the contract, the matter shall be decided as per law and as per the decision of the Executive Officer of Sonpur Municipality & inside the jurisdiction of Sonpur.
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. During night cleaning in the market area, the agency shall start the work by 10.00 PM to minimize the workload during day time.
 1. The agency has to maintain a register clearly indicating the number of labour & vehicles engaged in the work and quantity of waste collected from different sources date wise and the same to be deposited in the office at the end of every month for record.
22. The Agency has to submit the copy of EPF and ESI deposit of the employees in the first week of every month in the office of the undersigned for record. Payment shall not be released for subsequent months if previous EPF/ESI deposit receipts are not submitted.
23. The Agency will take attendance of Workers in biometric machines installed at different locations of Municipality and will submit the biometric attendance report after countersigning by the Sanitation Expert within the first week of every month. Manual attendance report will not be taken into consideration while processing of bill. The Concerned Agency shall release the payment of workers on 05th of every month.



24. The participating bidder must have cleared the EPF/ESI of all the workers engaged by him. If it is found that the agency has previously any outstanding EPF/ESI & not deposited then the tender shall be summarily rejected. An affidavit in this regard to be submitted by the bidder that previously he has cleared all EPF/ESI dues of the workers engaged by him in sanitation & other outsourcing works executed by him.

Total of 24 (Twenty Four nos.) of clauses

Signature of the Bidder


Executive Officer
Sonpur Municipality

SECTION – V

Eligibility Criteria



ELIGIBILITY CRITERIA

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

1. The bidder must be a registered Firm/Company/Organization or must be registered under Partnership Firms registered under Indian partnership Act/Company registered under companies Act/Limited Liability Partnership (LLP) registered under the LLP Act and should submit the registration certificate (Consortium is not allowed).
2. Cost of Bid Document of Rs.11,800/- must be in shape of Demand Draft.
3. **EMD at 1% of the annual estimated** value in shape of Demand Draft from any nationalized/scheduled banks. No exemption of EMD is allowed at any cost. Bid without the EMD shall be out rightly rejected.
4. Credibility & experience certificate issued from the concerned authority/Employer of a Govt./ULB/PSU of repute at least for 03 (three years) under whom the work is done for performing the similar nature of work on cleaning & sanitation work like sweeping of roads, cleaning of drains, bush cutting, transportation of MSW and door to door waste collection services.
5. Single work completion/ Part Completion certificate value at least of Rs. five crore within last five years of similar nature of work as above.
6. Average annual financial turnover to the tune of more than **Rs.8.00 Crore** (Eight crore) for last three financial years. (2022-23, 2023-24 and 2024-25)
7. Net Worth of the Bidder should not be less than **2.00 crore** in last financial year.
8. EPF Registration Certificate and EPF deposit challan for minimum **200 no's** of workers for last Month as per ECR copy.
9. ESI Registration Certificate and ESI deposit challan for minimum **200 no's** of workers for last Month as per ECR copy.
- 10 Copy of valid Labour Licenses for at least **200 no's** of persons for similar nature of works.
- 11 ISO 9001:2015, ISO14001:2015, ISO45001:2018 certification.
- 12 PAN Card.
- 13 GST Registration Certificate and latest GST return copy.
- 14 Solvency Certificate issued from any Bank/ Revenue Department to the tune of **Rs.2.00 crore**.
- 15 Income Tax Return for the last 3 Financial years.
- 16 Audited Balance sheet last 3 financial years i .e. 2022-23, 2023-24 and 2024-25.



- 17 The bidder should not be blacklisted/debarred from any central govt./state govt./any ULBs/Govt. organizations/PSUs in last 3 years. The bidder has to submit an affidavit duly notarized in this aspect.
- 18 No criminal case/ proceeding is pending against organization / agency and in the name of owner. It should be notarized.

Signature of the Bidder


Executive Officer
Sonpur Municipality

SECTION – VI

Criteria for Evaluation of Technical Proposals

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CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS

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

SI. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark			
1	Years of Experience (under single or multiple contracts) on similar nature of work in any Govt/ Municipal corporation or Council/ PSU/ ULBs (to be determined from work order / contract copies/Experience Certificate)	20	• 3 - 5 Years : 10 marks • 5 – 10 Years : 15 marks • > 10 Years : 20 marks			
2	Population covered under SWM activity in ULB/PSU under single or multiple contracts in the same period. (to be determined from work order / contract copies/Experience Certificate)	10	Years	>3 to < 5years	>5 to 10years	>10 years
			< 50,000	3	6	8
			>50,000 to <1,00,000	6	8	10
3	Annual Average Turnover 2022-23, 2023-24 and 2024-25	15	• $\geq 8 < 10$: 07 Marks • $>10 < 20$: 10 Marks • >20 : 15 Marks			
4	Net Worth Certificate	5	• $2 < 3\text{Crore}$: 2 marks • $< 3\text{Crore}$: 5 Marks			
5	Solvency Certificate	10	• $2 < 3\text{crore}$: 5 Marks • $>3 \text{ crore}$: 10 Marks			



6	Current strength of employees/ workers (to be determined from payment confirmation slip of EPF & ESI for 3 months)	10	• $\geq 200 < 300$ persons :5marks • $\geq 300 < 500$ persons :7marks • > 500 persons :10marks
7	Valid ISO Certification	5	• ISO9001 1 mark • ISO14001 1 mark • ISO45001 1 mark • SA8000:2014 1 mark • All of above= 5 mark
8	Work Plan Presentation	25	• Presentation of the work plan through PPT 15 to 20 minutes
TOTAL		100	

NB.: Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 60 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of the Bidder


 Executive Officer
 Sonpur Municipality

SECTION – VII

Financial Bid Evaluation Criteria

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a. **Financial Bid Evaluation Criteria:**

- (i) The financial bid of agencies will be opened those have scored minimum 70 marks out of 100 marks in technical evaluation fulfilling all technical evaluation criteria.
- (ii) Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical Bid, the technically qualified bidders shall be ranked highest to lowest Technical Score (TS) in accordance to the marks obtained during the technical evaluation stage.
- (iii) Financial Score: The lowest financial Bid will be given a Financial Score (FS) of 100 points. The financial scores of other Bids will be computed as follows:

$$FS = 100 \times FM1/F1$$

(F1 = Amount of Financial Bid as quoted by the bidder;
FM1 = Lowest financial amount quoted)

- (iv) Combined and Final Evaluation of the Bids will finally be ranked according to their combined Score (S) calculated based on technical (TS) and financial (FS) scores as follows:

$$S = TS \times TW + FS \times FW$$

(Where TW and FW are weightage assigned to technical Bid and Financial Bid as 0.70 and 0.30 respectively).

Important point for Bidders

1. Bidders are requested to go through the detailed field study before participating the tender.
2. Any conditional price bid shall be rejected out rightly.
3. For providing smooth sanitation services, the Tender Committee has decided that, each bidder must quote their service charges which must not be less than 3.85% of the total wage cost, unless their bid shall be rejected. However, such charge should not exceed 7% in any case.
4. The bidder must quote his rate up to two digits after decimal.
5. In the financial bid, the bidder with the lowest quoted price shall be awarded the contract. However, in the case two bidders quote the same lowest price, the bidder having highest marks in the technical bid and their past performance.

Signature of the Bidder


Executive Officer
Sonpur Municipality

SECTION-VIII

BID SUBMISSION CHECKLIST

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Documents to be submitted by the Bidder with Technical Bid/ CHECK LIST

The technical bid shall be accompanied with Self attested photo copy of the following requisite documents and financial instruments failing which the bid shall be rejected out rightly.

Sl No.	Details	Submitted/ Not submitted	Page No
1	Copy of Registration Certificate of the Bidder in appropriate authority		
2	Bid Document cost of Rs.11,800/-		
3	Earnest money (EMD) @1% of the Annual Estimated Cost in shape of DD/Banker's Cheque in favour of Executive Officer, Sonapur Municipality, Payable at Sonapur.		
4	Copy of EPF Registration Certificate and Last month EPF deposit challan & ECR for minimum 200 no's of workers		
5	Copy of ESI Registration Certificate and Last month ESI deposit challan & ECR for minimum 200 no's of workers		
6	Copy of valid Labour Contract License		
7	Copy of Work completion certificates, Work Orders, Agreements of the bidder in similar nature for single or multiple contract (Experience Certificate) as mentioned in DTCN		
8	Proof of Bank Account in the name of the Bidder		
9	Copy of GST Registration Certificate and latest GST return		
10	Copy of Turnover certificate duly certificated by Chartered Accountant of last three financial years i.e. 2022-23, 2023-24 and 2024-25		
11	Copy of Valid PAN Card		
12	Copy of Valid ISO Certifications (ISO:9001, ISO:14001, ISO:45001, SA8000:2014)		
13	Copy of IT returns for the last 3 years		
14	Copy of Audit Report last 3 financial years i.e. 2022-23, 2023-24 and 2024-25		



15	Copy of Net-worth Certificate duly certificated by Chartered Accountant during last financial year		
16	The bidder should submit the following in Affidavits :- a. 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. b. An Affidavit regarding genuineness /Authenticated documents attached to Bid document citing declaration for rejection if found fabricated/false. c. An Affidavit of the effect that no criminal case is pending with the police against the firm/company d. Affidavit regarding no immediate blood relation of the owner/proprietor of the bidder is a staff/employee of Sonpur Municipality		

Signature of the Bidder


 Executive Officer
 Sonpur Municipality

SECTION-IX

DETAILS ESTIMATED OF SANIATATION WORKERS



Road and drain Network

The roads and drains which are maintained by Sonpur Municipality as follows:

Roads Maintained by Municipality and other Department		
Sl. No.	Category of Road	Length (In Km)
1	Black Topped Road length	14.949
2	Concrete Road length	40.381
3	Paver Road length	5.142
4	Metalled Road length	2.861
5	Moorum Road length	2.567
6	Earthen/ Moorum/ Metaled road	6.773
Total Length of Road		72.673 KM
10% Hike Road Length		7.267 KM
Grand Total		79.94 KM
7	Drain length	55.145

Signature of the Bidder

Executive Officer,
Sonpur Municipality

Manpower Deployment Obligations RESOURCE DEPLOYMENT AND PLANNING

Sl. No.	Component	Standard
1	Street Sweeping — Residential (Sweepers)	1 sweeper per 500 mtr of road length; once daily.
2	Street Sweeping — Commercial (Sweepers)	1 sweeper per 500 mtr; twice daily (morning and evening).
3	Pushcarts for Street Sweeping	1 pushcart for every 2 sweepers.
4	Bush Cutting / Unpaved Conservancy	1 worker per 500 mtr length as per approved plan.
5	Drain De-silting (Total:~98 km)	1 gang (approx. 5 workers + 1 supervisor) per 500 m of drain per day, or as directed by the Municipality.

Signature of the Bidder

Executive Officer,
Sonpur Municipality

DETAILS CALCULATION SHEET SANITATION WORKERS

DETAILED ESTIMATE FOR THE WORK: PROVIDING STREET SWEEPING, DRAIN CLEANING, DEAD ANIMAL SHIFTING, OTHER PRIVATE AND GOVERNMENT FUNCTION ETC AS NOTIFIED BY H&U.D. DEPTT AGAINST LETTER NO.28708/dtd. 17.12.2016).

Sl. No.	Details	Required Labour	Rate (in Rs)	No of Days	Cost (in Rs)
1	Sweeping of Road (Lane/by-lane) as per requirement, bush cutting and shifting of dead animals, sand remove from both side of Main road Sanitation worker required to cover the road length for sweeping, Cleaning of drain in a fixed interval and chocking free of drain on regular basis spraying of disinfectant (app) of 79.94 KM/0.500 KM=160Nos of Sanitation workers requirement in Sonpur Municipality Town cleaning (Assuming a stretch of 500mt of road length can be covered by one Labour)	90	472.00	30	12,74,400.00
3	Bush Cutting (Unskilled)	2	472.00	30	28,320.00
4	Spreading of Phenyl, Bleaching powder, Malaria oil, Themo pus etc. (Unskilled)	7	472.00	30	99,120.00
5	Night Sweeping at commercial area and Bus Stand (Unskilled)	10	472.00	30	1,41,600.00
6	Transportation of garbage loader at tractor (Unskilled)	16	472.00	30	2,26,560.00
7	For maintainace of sanitation & all parks under Sonepur Municipality (Unskilled)	4	472.00	30	56,640.00
8	Crematorium caretaker (Unskilled)	1	472.00	30	14,160.00
9	New Town Hall caretaker (Unskilled)	1	472.00	30	14,160.00
10	Multi Propose Community Hall & Hatisal Kalyan Mandap caretaker (Unskilled)	5	472.00	30	70,800.00
11	Cesspool Helper (Skilled)	2	522.00	30	31,320.00
12	Highly Skilled-Cesspool Driver	1	622.00	30	18,660.00
13	Tata Ace Driver- (Skilled)	2	522.00	30	31,320.00
14	Sanitation Wards Supervisor -(skilled)	3	522.00	30	46,980.00



15	Total Wages cost per month(144 workers)	144			20,54,040.00
16	Cleaning of sanitation workers Shop & Oil etc.	144	50		7,200.00
17	Total Wage cost & cleaning material cost including per month (144workers)				20,61,240.00
18	Add Service Charges @7 % (Sl 16*7%)		142087.0		1,44,287.00
19	Total cost (Estimated Bid Amount) per month				22,05,527.00
Fixed Additional Charges per Month (Not to be included by bidders while quoting amount)					
20	Add EPF @13.00% (Sl. 15 * 13%)		Rs		2,67,025.00
21	Add ESI @3.25% (Sl. 15 * 3.25%)		Rs		66,756.00
22	Hire and running charges of 4nos of tractor with trolley including payment of fuel and driver charges, Green cover etc complete for lifting of garbages to the designated place. Tractor cost including driver with fuel charges {detained 8 hours & average working hour is 7 hours}@357.55/hour=2502.85*30days=75,085.50/- For 1nos. of Tractor (75,085.50/per month per vehicle)	4 nos.of tractors	75,085.50		300,342.00
	Rounded				28,39,650.00

Signature of the Bidder


Executive Officer,
Sonpur Municipality

SECTION – X

FINANCIAL BID

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COVERING LETTER
[BIBIDDERS LETTER HEAD]
(FINANCIAL BID)

To

The Executive Officer,
Office of the Municipal Council, Sonpur
Near Bus Stand, Sonpur, Dis. Subarnapur
Pin-761105

Sub: Tender For Supply of Sanitation Workers on Outsourcing basis through Service Providing Agency to Office of the Municipal Council, Sonpur Dist. Subarnapur.
Sir,

I/We, the undersigned, offer to provide the services of Tender for Supply of Sanitation Workers on Outsourcing basis through Service Providing Agency to Office of the Municipal Council, Sonpur Dist. Subarnapur through outsourcing basis through service providing agency to Executive Officer, Sonpur Municipality in accordance with your Tender Notice No. _____ dated _____. Our attached financial price is Rs. _____/- in words (Rupees.....)

[Insert amount in figure as well as in word] for the proposed service. I do hereby, undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modification resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Name and Designation of the Signatory
With Date and Seal: Address of the Bidder:

Authorized Signatory
Signature of Authorized Signatory
with seal



FINANCIAL BID

Sl No.	Scope of Work	Estimated cost excluding Service Charges (in Rs) per month	Service Charges (in Rs) (to be quoted by the bidder)	Total Quoted Price (Per Month) including Service Charges (in Rs)	
I	II	III	IV	V	
				In Figures	In Words
1.	Providing street sweeping, drain cleaning and dead animal shifting, bush cutting, garbage lifting & during private and govt. function etc. of Sonpur municipality.	Rs.20,61,240/-			

Important point for Bidders :

1. Bidders are requested to go through the detailed field study before participating in the tender.
2. Any conditional price bid shall be rejected out rightly.
3. For providing smooth sanitation services, the Tender Committee has decided that, each bidder must quote their service charges which must not be less than 3.85% of the estimated cost, unless their bid shall be rejected. However, such charge should not exceed 7% in any case.
4. The bidder must quote his rate up to two digits after decimal.
5. In the financial bid, the bidder having lowest quoted price shall be awarded the contract. However, in the case two bidders quote the same lowest price, the bidder having highest marks in the technical bid and their past performance shall be awarded the contract.

Signature of the Bidder


 Executive Officer
 Sonpur Municipality

SECTION-XI

PBG FORM AT & ANNEXURES



FORM T-1
COVERING LETTER
[ON BIDDER'S LETTER HEAD]

To

[Location and Date]

The Executive Officer
Office of the Municipal Council, Sonpur
Near Bus Stand, Sonpur,
Dist. Subarnapur Pin-767017

Sub: Tender for Supply of Sanitation Workers on Outsourcing Basis through Service Providing Agency to Office of the Municipal Council, Sonpur, Dist. Subarnapur

Sir,

I, the undersigned, offer to participate in the tender for providing the services of "Supply of sanitation workers on outsourcing basis through service providing agency to Office of the Municipal Council, Sonpur, Dist. Subarnapur" in accordance with your Tender Notice No. _____ dated _____. We are hereby submitting our online bids which includes technical proposal and financial proposal separate packets through Odisha Govt. e-procurement system: www.tendersodisha.gov.in.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any mis representation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will be remain binding upon us and may be accepted by you any time before the validity of the bid.

I, hereby unconditionally undertake to accept that all the terms and conditions as stipulated in the tender document. In case any provision of this tender is found violated from our end, then your office shall have the rights to reject our proposal including forfeiture of our earnest money Deposit, performance security & Additional Performance security.

Yours faithfully,

Authorized Signatory
With date and Seal



FORM-T2

UNDERTAKING

[On the Stamp Paper of Rs.10.00 in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) /Local Authority (Corporation, Municipality, Notified Area Council) in Odisha, and not blacklisted by any authority during the last 3 (three) years prior to the last date of closing of this tender.

Authorized Signatory
With Date and Seal

Name and Designation of the Signatory:
Name of the Bidder and Address:



FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our organization or against the Proprietor/Director/Persons to be deployed by our organization.

I/We further certify that Proprietor/Director/Persons to be deployed by our organization have not been convicted of any offence in any Court in Odisha/India during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Authorized Signatory
With Date and Seal

Name and Designation of the Signatory:
Name of the Bidder and Address:

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Details of the similar type of service provided by the bidder during the last 3 years upto the last date of this tender

(Attach separate sheet, if required)

Sl.	Period	Name of Client with Complete Address & Telephone No.	Type of services provided with details of the resources Deployed	Contract Amount (in INR) (Lakh)	Duration	
					From	To

Attach extra sheets if required to validate the experience. Experience should be continuous and not Broken.



FORM-T4

NO RELATIONSHIP CERTIFICATE

I/We, hereby, declare that I/We am/are not related/ Related to Sri/Smt.
..... to any staff / officer of the EO Sonpur
Municipality & /the Tender committee members in any way/by way of
..... or are related with the following in the capacity of
..... who may do any favour to me directly or indirectly in connection
with my Bid/Tender being submitted herewith for the Work.

I/We* am/are* aware that, if the facts subsequently proved to be false, my/our*
contract will be rescinded with forfeiture of security deposit, Performance Security and
APS Deposited along with all sum of money payable by the office against our dues and
I/We* shall be liable to make good the loss or damage resulting from such cancellation.

I//We also note that, non-submission of this certificate will render my / our tender
liable for rejection.

(Signature of the Bidder)

(Full Name of the Bidder)

(Authorized Signatory with Designation &
Office Seal in case of Firm/Company/Joint
Venture)



[ON BIDDER'S LETTER HEAD]

[Location and Date]

DECLARATION

I, Shri _____ Son/Daughter/ Wife of
Shri. _____, Proprietor/ Director/
Partner/Trustee/ Authorized signatory of
_____ Name of the Service
Provider), competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information /documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Authorized Representative
with Seal

Name :

Date :

Place :

Enclosures:

- a. Copy of terms & conditions of the tender (each page must be signed and sealed)
- b. Lists of required documents as applicable



Undertaking for place of business in Sonpur Town

[in bidders letter pad]

To

The Executive Officer
Office of the Municipal Council, Sonpur
Near Bus Stand, Sonpur,
Dist. Subarnapur Pin-767017

Sub: - Information on place of business at Sonpur town – Supply of Sanitation Workers on outsourcing basis through Service Providing Agency to Office of the Municipal Council, Sonpur Dist. Subarnapur.

Sir,

I/ We, the undersigned, hereby submit the place of business at the following address/ submit an undertaking for submission of place of business within 3 (three) days of only bid accepted by the tender inviting authority for issue of work order in connection with the Bid Identification No..... dated of Sonpur Municipality Dist. Subarnapur for supply of Sanitation workers on Outsourcing basis through service providing agency to Office of the Municipal Council, SonpurDist. Subarnapur.

Space for Address

In case if the above address is found to be false or it gets constructed that misleading details are submitted at our end than we shall be liable for suitable action of the tender inviting authority.

We attach the self attested xerox copy of agreement shall submit the xerox copy of rent agreement within 3 days of letter of acceptance in the office of the undersigned. Failure on our part may end up in cancellation of our bid as a whole.

Yours faithfully,

Authorized Signatory
With date and Seal

Name and Designation of the Signatory

With Date and Seal: Address of the Bidder:



PERFORMANCE BANK GUARANTEE FORMAT

To

The Executive Officer
Office of the Municipal Council, Sonpur
Near Bus Stand, Sonpur,
Dist. Subarnapur Pin-767017

WHEREAS..... (Name and address of the Service Provider) (hereinafter called "the Service Provider") has undertaken, in pursuance of Agreement No..... dated..... to undertake the service.....(description of the services) (hereinafter called" the Agreement").

AND WHEREAS it has been stipulated by _____(Name of the Authority)in the said Agreement that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the Agreement;

AND WHERE AS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider upto a total of Rs..... in words Rupees
.....
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Agreement without argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein;

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Agreement to be performed there under or of any of the Agreement documents which may be made between you and the Service Provider shall in any way



release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the.....day of.....year.....Our branch at.....(Name and Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at ourbranch a written claim or demand and received by us at our branch on or before dtd.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

