



# REQUEST FOR PROPOSAL

**Outsourcing**

**of**

# **CLEANING AND SANITATION SERVICES**

**At- Jharsuguda Municipality,  
Dist-Jharsuguda.**

**Notice No. : 1577/JM**

**Date : 12.06.2019**

## **OFFICE OF THE MUNICIPAL COUNCIL : JHARSUGUDA.**

**Notice No. 1577 / JM  
12.06.2019**

**Date :**

### **TENDER CALL NOTICE**

Sealed tenders in two bid system (double cover) (1. Technical Bid, 2. Financial Bid) in prescribed form in conformity with the detail tender call notice invited by Jharsuguda Municipality from Registered Firms / NGOs / SHGs / Private Companies satisfying the eligibility criteria given below so as to reach the undersigned by **03:00 PM** on or before **Dt. 26.06.2019** by Regd. Post or Speed Post or dropping in the sealed tender box. The tender will be opened on **Dt. 26.06.2019** at **04:00 PM** in presence of available tenderer or their authorised representative. In absence of both the tender documents can be opened. The tender document received beyond the scheduled date and time as indicated above shall be rejected outrightly and the authority will not be responsible for any postal delay.

Tender document for the works will be available from the office of the undersigned on all days from **10:00 AM to 05:00 PM** from date **14.06.2019 to 26.06.2019** on payment of Rs. 10000.00 (Rupees Ten Thousand) only on payment of cash or demand draft from any nationalised Bank drawn in favour of the Executive Officer, Jharsuguda Municipality payable at Jharsuguda.

The bidder have to submit the bid document duly filled in along with the self attested Photo copies of qualifying document as indicated below for verification.

Sl. No.	Name of the work	Period of Contract	Cost of tender document
1	RFP No. 1 : Road Sweeping, Drain Cleaning, Bush Cutting, 100% door to door segregated waste collection, transportation of wet waste from different wards to identified composting plant, transportation of dry waste from different wards to identified Material Recovery Facility Centre, Kapumal, Ward No. 09, segregation of dry waste into different categories at MRF Centres. The required vehicles like Rickshaw, Tractor, Drain Cleaner, Sweeping Machine ; Manpower like sanitation worker, sanitation supervisor and also required sanitation equipments and protective equipments for sanitation staffs will be in the scope of the service provider in respect of ward no. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 11. (total 11 wards)	One Year from the date of Agreement	Rs. 10000/-
2	RFP No. 2 : Road Sweeping, Drain Cleaning, Bush Cutting, 100% door to door segregated waste collection, transportation of wet waste from different wards to identified composting plant, transportation of dry waste from different wards to identified Material Recovery Facility Centre, Kapumal, Ward No. 09, segregation of dry waste into different categories at MRF Centres. The required vehicles like Rickshaw, Tractor, Drain Cleaner, Sweeping Machine ; Manpower like sanitation worker, sanitation supervisor and also required sanitation equipments and protective equipments for sanitation staffs will be in the scope of the service provider in respect of ward no. 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 & 22. (total 11 wards)	One Year from the date of Agreement	Rs. 10000/-

Important Point :

Tender shall be two bid system and financial bid will be opened only for those bidders who will qualify technical bid.

Technical Requirement for the Bidder :

If a bidder is failed to produce any of the following documents his/her tender shall be rejected outrightly.

- Copy of Registration Certificate.
- Copy of valid GST Registration Certificate.
- Copy of valid Labour License (minimum 300 labours)
- Copy of PAN Card & IT Return for last three years (2016-17, 2017-18 & 2018-19)
- Copy of last three year audit report with turnover certificate issued by Chartered Accountant having average turnover (Rs. 01 Crore) / yearly.
- Copy of EPF and ESI Registration Certificate and up-to-date deposit challan and ECR copy (300 nos.) for sanitation work only.
- Experience certificate for at least three year issued by any Municipality or Corporation.
- Affidavit regarding authorisation of the document attached with the bid.
- The bidder have to deposit the earnest money (EMD @ 1% of their total quoted value for the period of contract in shape of demand draft from any Nationalised Bank in favour of the Executive Officer, Jharsuguda Municipality which is refundable to the unsuccessful tenderer on his written request.
- The tender must be enclosed with the money receipt towards purchase of tender document. The detail of bid document can also be seen from [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in)

The authority reserves the right to accept or reject any or all the Bids without assigning any reason thereof.

Sd/-

Executive  
Officer,

Jharsuguda  
Municipality.

Memo No. 1578 /JM, Dt. 12.06.2019

Copy to Office Notice Board for General Information of the public.

Sd/-

Executive  
Officer,

Jharsuguda  
Municipality.

Memo No. 1579 /JM, Dt. 12.06.2019

Copy to the Advt. Manager Daily News Paper "Sambad" / "Prameya" / "Times of India" with a request to publish the tender call notice once in their respective News Paper in minimum space

required and submit the bill alongwith the complementary copy of the News Paper.

**Sd/-**

**Executive  
Officer,**

**Jharsuguda  
Municipality.**

Memo No. 1580 /JM, Dt. 12.06.2019

Copy to the Collector, Jharsuguda for favour of kind information and necessary action.

**Sd/-**

**Executive  
Officer,**

**Jharsuguda  
Municipality.**

Memo No. 1581 /JM, Dt. 12.06.2019

Copy to the P.D. DRDA, Jharsuguda / Sub-Collector, Jharsuguda / Executive Engineer, PHED, Jharsuguda / Executive Engineer, PWD, Jharsuguda with a request to display the bid notice in their respective notice board for wide publication.

**Sd/-**

**Executive  
Officer,**

**Jharsuguda  
Municipality.**

Memo No. 1582 /JM, Dt. 12.06.2019

Copy forwarded to the DIO, NIC, Jharsuguda with request to Web Host the Tender Call Notice in the office web site of Jharsuguda District.

**Sd/-**

**Executive  
Officer,**

**Jharsuguda  
Municipality.**

## **CHAPTER-01**

### Proposal of Work

Sl. No.	Name of the work
1	<p><b>RFP No. 1 :</b></p> <p>Road Sweeping, Drain Cleaning, Bush Cutting, 100% door to door segregated waste collection, transportation of wet waste from different wards to identified composting plant, transportation of dry waste from different wards to identified Material Recovery Facility Centre, Kapumal, Ward No. 09, segregation of dry waste into different categories at MRF Centres. The required vehicles like Rickshaw, Tractor, Drain Cleaner, Sweeping Machine ; Manpower like sanitation worker, sanitation supervisor and also required sanitation equipments and protective equipments for sanitation staffs will be in the scope of the service provider in respect of ward no. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 &amp; 11. (total 11 wards)</p>
2	<p><b>RFP No. 2 :</b></p> <p>Road Sweeping, Drain Cleaning, Bush Cutting, 100% door to door segregated waste collection, transportation of wet waste from different wards to identified composting plant, transportation of dry waste from different wards to identified Material Recovery Facility Centre, Kapumal, Ward No. 09, segregation of dry waste into different categories at MRF Centres. The required vehicles like Rickshaw, Tractor, Drain Cleaner, Sweeping Machine ; Manpower like sanitation worker, sanitation supervisor and also required sanitation equipments and protective equipments for sanitation staffs will be in the scope of the service provider in respect of ward no. 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 &amp; 22. (total 11 wards)</p>

## **CHAPTER 02- INSTRUCTIONS TO BIDDERS**

### **2.1 SCOPE OF PROPOSAL**

- (A) Interested bidders fulfilling the eligibility criteria may submit their bid for any or both the proposal. However the bidder submitting proposal for any schedule to provide sweeping services and 100% door to door collection, segregation, transportation of waste as per the terms and condition bid in the tender notice.
- (B) Detailed description of the objectives, scope of services, deliverables and other requirements relating to “Provisioning Cleaning and Sanitation Services at Jharsuguda Municipality” are specified in the RFP. The manner in which the proposal is required to be submitted and accepted is explained in this RFP.
- (C) This selection of the agency shall be on the basis of an evaluation by the tender committee of Jharsuguda Municipality. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the decision of Executive Officer Jharsuguda Municipality is without any right of appeal whatsoever.
- (D) The bidder shall submit its proposal in the form and manner specified in this RFP. The financial proposal (PART B) shall be submitted in the format specified in F1, F2, F3. Upon selection the agency shall be required to enter into an Agreement with the Executive

Officer Jharsuguda Municipality in the form specified at Annexure I.

## **2.2 ELIGIBILITY CRITERIA**

The bidder should fulfil the following eligibility criteria:

- Copy of Registration Certificate.
- Copy of valid GST Registration Certificate.
- Copy of valid Labour License (minimum 300 labours)
- Copy of PAN Card & IT Return for last three years (2016-17, 2017-18 & 2018-19). If any firm has not completed the Audit for financial year 2018-19, they will submit an undertaking that it will be submitted after completion of audit and they shall submit IT return for the financial years 2015-16, 2016-17 and 2017-18.
- Copy of last three year audit report with turnover certificate issued by Chartered Accountant having average turnover (Rs. 01 Crore) / yearly.
- Copy of EPF and ESI Registration Certificate and up-to-date deposit challan and ECR copy (300 nos.) for sanitation work only.
- Experience certificate for at least three year issued by any Municipality or Corporation.
- Affidavit regarding authorisation of the document attached with the bid.
- The bidder have to deposit the earnest money (EMD @ 1% of their total quoted value for the period of contract in shape of demand draft from any Nationalised Bank in favour of the Executive Officer, Jharsuguda Municipality which is refundable to the unsuccessful tenderer on his written request.
- The tender must be enclosed with the money receipt towards purchase of tender document. The detail of bid document can also be seen from [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in)

## **2.3 PROPOSAL SUBMISSION**

Interested eligible bidders may submit their bid(s) separately for any or jointly for both the proposals. They may do so by submitting separate bids with EMD and documents as set forth in this RFP. The proposal shall be submitted in two parts:

- Part A- Bid security & technical proposal as per format set out in RFP.
- Part B-Financial proposal as per the format set out in RFP.
  - The proposal shall be typed or written legibly in indelible ink and shall be signed by the authorized representative of the bidder.
  - Power of attorney for signing of bid: The bidder should submit a power of attorney as per the Form T5, authorizing the signatory of the bid to execute the bidder.
  - Any interlineations, erasures or overwriting shall be considered only if the person or persons signing the proposal has put his/their initial prior to submission of the same.
- **BID DOCUMENT COST**

The bidder shall have to furnish a bid document cost of Rs. 10,000/- (Non refundable) in the shape of a Banker's cheques / Demand draft (for each proposal they want to participate) from any Nationalized / scheduled bank payable at Jharsuguda in favour of **Executive Officer, Jharsuguda Municipality**. In the absence of the bid document cost, the technical proposal of the bidder shall be rejected outrightly. The bid document cost should be put in the Technical proposal (Cover A) envelop.

## **2.5 EARNEST MONEY DEPOSIT (EMD)**

The bidder along with the technical proposal shall have to furnish earnest money deposit (EMD) amounting to 1% of the tender value in the shape of Bankers cheques / Demand draft( for each proposal they want to participate) from any Nationalized / Scheduled Bank in favour of Executive Officer Jharsuguda Municipality.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the local MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and agencies under its control. It is further clarified that the above

exemption is applicable to Local MSEs registered in Odisha only. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC/NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be refundable to the unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder provided they furnish a written request for same.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval of the proposal due date and expiration of the proposal validity period or on in case of successful bidder fails to execute the agreement.

## **2.6 PACKING, SEALING AND MARKING OF PROPOSAL**

- The Technical proposal (Cover A) and financial proposal (Cover B) must be inserted in separate sealed envelope, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.
  - Cover-A - Technical proposal for sweeping, collection, segregation and transportation of waste.
  - Cover-B- Financial proposal for sweeping, collection. segregation and transportation of waste.

The two envelopes, i.e. envelope for part-A, part-B must be packed in a separate sealed outer

Cover and clearly super scribed with the following:

- Proposal for sweeping, collection, segregation and transportation.
- RFP No. & Institution Name.
- The bidder's name & address shall be mentioned in the left hand corner of the outer envelope.
- The inner and outer envelopes shall be addressed to the "Executive Officer Jharsuguda Municipality" and the detail address mentioned at the Section -01: Schedule of Proposal

Submission.

If the outer envelope is not sealed and marked as mentioned above, then the Executive officer shall not be liable for misplacement or premature opening of tender. Telex, Cable or Facsimile tenders shall not be entertained.

- **CONTENT OF THE PROPOSAL**

- **Cover A (Technical Proposal)**

The bidders are requested to submit a detailed technical proposal with respect to outsourcing of sweeping, collection, segregation, transportation of waste during the proposed contract period in conformity with the terms of reference forming part of this RFP.

- EMD of 1% of Tender Value in the shape of a demand draft in favour of Executive officer Jharsuguda Municipality.
- Bid document cost of Rs. 10,000/- in the shape of a demand draft in favour of Executive Officer, Jharsuguda Municipality.
- Form T1
- Form T2
- Photo copy of the registration certificate of the agency.
- Photocopy of PAN.
- Photocopy of GST, EPF, ESI registration.
- Form T3 (Turnover certificate from the Chartered Accountant)
- Photocopy of the audited profit & loss statement in the last three financial years in support of the turnover certificate alongwith computation of income.
- Form T4 – relevant experience details in managing sweeping, collection, segregation, transportation in Urban Local Bodies.
- Photocopies of work order / contracts executed in support of the information

furnished in Form T4.

- Form T5 – Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/bidder.
  - Form T6 – Affidavit certifying that the entity /promoter(s) /directors/partner of entity are not blacklisted.
  - Form T7 – Letter of Declaration (Anti Collusion certificate) mentioning that the bidder will not collude with the other bidders.
  - Any other details the bidder likes to include in the proposal.
- 
- **Cover B( Financial Proposal)**
    - The bidder must submit the financial proposal using form as specified in form F1, F2, F3 with proper signature and seal of the bidder.
    - In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be taken into consideration.
    - The same person signing the RFP shall sign the financial part also.

## **2.5 NUMBER OF PROPOSAL**

Interested bidders fulfilling the eligibility criteria may submit their proposal separately for any one or both the work.

## **2.6 VALIDITY OF PROPOSAL**

The proposal shall remain valid for 180 days after the date of bid opening. Any proposal, which is valid for a shorter period, shall be rejected as non-responsive.

## **2.7 COST OF PROPOSAL**

The bidder shall be responsible for all of the costs associated with the preparation of their proposal and their participation in the selection process. The Municipal Authority, Jharsuguda will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the selection process.

## **2.8 ACKNOWLEDGEMENT BY THE BIDDER**

- It shall be deemed that by submitting the proposal, the bidder has:-
  - Made a complete and careful examination of the RFP;
  - Received all relevant information requested from the concerned authority;
  - Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned authority relating to any of the matters stated in the RFP document;
  - Satisfied itself about all matters, things and information necessary and required for submitting an informed proposal and performance of all of its obligations there under;
  - Acknowledge that it does not have a conflict of interest; and
  - Agreed to be bound by the undertaking provided by it under and in terms thereof.
  
- The Municipal Authority, Jharsuguda shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or things out of concerning or relating to RFP or the selection process, including any error or mistake therein or in any information or data given.

## **2.9 LANGUAGE**

The proposal with all accompanying documents and all communications in relation to or concerning the selection process shall be in English language and strictly as per the forms provided in this RFP. No supporting documents or printed literature shall be submitted with the proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the proposal, the translation in English shall

prevail.

## **2.10 PROPOSAL DUE DATE**

RFP filled in all respect must reach to the Executive Officer Jharsuguda Municipality at the time and date specified in the Section-1: Schedule of proposal shall be submitted through speed post/regd. post/courier or tender drop box. If the specified date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the stipulated time on the next working day.

## **2.11 RFP OPENING**

- The concerned authority will open all proposal, in the presence of bidders or their authorized representative who choosen to attend, at the location, date and time mentioned in the section 1: Schedule of proposal submission.
- The bidder/their authorized representative present in the meeting shall sign a register in token of evidence of their presence.
- In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the stipulated time and location on the next working day.

## **CHAPTER 03 –TERM OF REFERENCE**

### **3.1 SWEEPING ACTIVITIES**

The selected service provider will engage required nos. of sanitation workers for road/street sweeping in Ward No. 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 (Eleven nos. of Wards) and Ward No. 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 (Eleven nos. of Wards). The necessary instruments such as Jhadu (Both Coconut Jhadu and Phul Jhadu) will be arranged by the service provider. All commercial area are to be swept twice a day and rest residential area are to be swept once a day.

The service provider can adopt advance technique by using road/street sweeping machine for sweeping purpose.

### **3.2 COLLECTION AND SEGREGATION OF WASTE**

The waste will be collected from each households and commercial establishment through tricycles or motorised vehicles. For the purpose, the service provider will engage required nos. of tricycles / vehicles with pullers for 100% door to door collection of waste. Separate bin (coloured Blue and Green) must be attached in tricycles to collect dry and wet waste separately from each households and commercial establishments. In no case, any household or commercial establishment will be left behind in door to door waste collection.

Also the waste generated through road/street sweeping will be collected. This waste collected from road must be segregated before transportation. The service provider will engage

some of their sanitation worker for this segregation work.

The segregated waste collected from each households and commercial establishment are to be collected at secondary waste collection point. For this purpose, Compactors or Tractors trolley are to be stationed at different locations as secondary waste collection point.

### **3.3 TRANSPORTATION OF WASTE**

The service provider will engage required nos. of vehicles for transportations of waste to the site for composting and recycling or storage. Separate transportation or compartmentalization of the carrier of the vehicle should be done for transportation of wet and dry waste separately. All the vehicles to be used by the Service Provider must be in the ownership of their farms / company either by own or due agreement with the owner. The service provider is required to submit the copy of ownership of vehicle or agreement copy in case of hired vehicle.

There are 50 nos. of metal dustbins (4.5 cum capacities) placed in different location of Jharsuguda Municipality. The service provider will clean these filled in dustbins by transporting then to landfill site at an regular intervals and place one empty dustbin at the location from where the filled in dustbin has been transported.

Again there are 200 nos. of twin hanging dustbins (60 Ltr. Capacities) placed in commercial area (starting from Main road Sarbahal to Beheramal Kisan Chowk) which are to be cleaned regularly by service provider.

### **3.4 MATERIAL RECOVERY FACILITIES**

All the dry waste collected separately are to be transported to the MATERIAL RECOVERY FACILITIES which will be established at our landfill site, Kapumal, Ward No. 09, Jharsuguda Municipality. Required number of sanitation staff are to be engaged by the service provider to

segregate the dry waste.

### **3.5 WASTE PROCESSING**

The collected and segregated wet waste will be transported to the Composting Plant and compost pits.

### **3.6 COLLECTION, STORAGE AND TRANSPORTATION OF PLASTIC WASTE**

The plastic waste which are coming under the dry waste category are to be collected and stored by service provider in the locations identified by the Jharsuguda Municipality. All the plastic waste stored will be transported to the different cement factories by Jharsuguda Municipality from time to time.

### **3.7 COLLECTION AND TRANSPORTATION OF CONSTRUCTION AND DEMOLITION WASTE**

The service provider will collect the construction and demolition waste as per instruction of Executive Officer, Jharsuguda Municipality and transport such waste for filling of low land as per instruction of Executive Officer, Jharsuguda Municipality.

### **3.8 DISPOSAL OF DEAD BODIES**

- a) All unidentified human dead bodies referred by the police will be buried at burial ground, Buromal, Jharsuguda. For one dead body the Municipality will pay Rs. 1000/- per dead body for the labourers to be engaged for this burial purpose. The service provider will submit the muster roll of labour duly certified by Sanitary Inspector and Health Officer.
  
- b) All animal dead bodies will be disposed property at our landfill site, Kapumal after receiving the requisition letter from public/official, the labour engage by service provider will dispose the dead bodies. For the purpose, the following

special wages will be paid to the labour engage by the service provider.

1. Big Cow / Ox : Rs. 1000/-
2. Calf : Rs. 600/-

The service provider will submit the muster roll duly certified by Sanitary Inspector and Health Officer alongwith the requisition letter for payment.

### **3.9 DRAIN CLEANING**

The floating materials of open drains will be cleaned by sanitation worker of service provider on every alternative day a week. From the base level of all drains will be cleaned twice a year preferably before monsoon and during December.

### **3.10 ENGAGEMENT OF SANITATION WORKER**

The service provider will engage required nos. of sanitation workers for sweeping, drain cleaning, collection and segregation of waste, rickshaw puller for door to door waste collection etc.

### **3.11 PROVISION OF EQUIPMENT FOR CLEANING AND SANITATION PURPOSE**

The service provider will arrange the required equipments for cleaning and sanitation work, such as Jhadu, Jhudi, Nali Fauda, Kanta Fauda, Plain Fauda, Pickaxe, Saabal, Belcha etc.

### **3.12 PROVISION OF PERSONAL PROTECTION MEASURE FOR SANITATION WORKER**

The service provider will provide the personal protection equipments to the sanitation worker engaged by their farms such as Hand Gloves, Gum Boots, Masks, Umbrella, Rainy Coats etc. Again Soap, Surfs will be provided to the sanitation worker every month by service provider.

The health check up of sanitation workers will be arranged by the Municipality on regular basis.

### **3.13 PROVISION OF PHOTO ID AND UNIFORM OF SANITATION WORKER**

The sanitation workers engaged by the service provider must wear personal Photo ID daily issued by the service provider. The service provider will also provide a pair of Apron and Dress Uniform to the sanitation worker twice in a year along with Gloves, Mask, Gum Boots for drain cleaning. The sanitation worker having no Photo Id or Uniform will be disallowed to perform the duty on that day.

### **3.14 ATTENDANCE REGISTER OF SANITATION WORKER**

Attendance through Bio-metric for all category of sanitation worker engaged by service provider will be taken on daily basis at Health Office, Jharsuguda Municipality.

### **3.15 CITIZEN GRIEVANCE REDRESSAL**

A complain register as per the proforma given by the Executive Officer, Jharsuguda Municipality, will be maintained at the office of the service provider. The complains received from the public as well as the instructions given by Sanitary Inspector, Health Officer, Executive Officer and Chairperson, Jharsuguda Municipality will be noted down in that register. The complains received from the public will be addressed by the service provider at the earliest possible.

- |    |                         |   |                 |
|----|-------------------------|---|-----------------|
| a) | Door to door collection | : | Immediately     |
| b) | Disposal of dead body   | : | Immediately     |
| c) | Cleaning and Sweeping   | : | Immediately     |
| d) | Lifting of Waste        | : | within 01 hours |
| e) | Cleaning of Drain       | : | within 06 hours |

## **CHAPTER 04 – TERMS & CONDITIONS**

- **PERIOD OF ENGAGEMENT**

- The engagement shall be for a period of one year from the date of actual operation as per agreement.
- The contract may be extended for a maximum period of another two years (one year at a time) with same terms and conditions with mutual consent of both the parties if performance is found to be satisfactory as per due assessment.
- The agency shall sign the contract within 03 days of issue of letter of Award/Intimation.

### **4.2 AWARD OF CONTRACT**

On evaluation of technical and financial parts of RFP decision thereon, the selected bidder shall have to execute a contract with the authority within 03 days from the date of acceptance of their bid as communicated to them. The terms and condition, terms of reference of this RFP along with documents and information provided by the selected bidder shall be deemed to be an integral part of the contract. Before execution of the contract, the selected bidder shall have to deposit the performance security deposit as Para-4.4 mentioned below.

#### **4.3 PERFORMANCE SECURITY**

The selected service provider has to furnish a performance security deposit at the time of signing of contract, amounting to 2% of the total contract value (for 01 year) of the concerned authority in the shape of DD/BC from any a Nationalized / Scheduled Bank within India. The amount of EMD of the selected bidder can be adjusted against the performance security deposit. The performance security deposit is for due performance of the contract.

The authority in the following circumstances can forfeit it;

- When any terms or the condition of the contract is infringed.
- When the service provider fails in providing the required services satisfactorily.

#### **4.4 COMMENCEMENT OF SERVICE**

The selected service provider is required to start the sweeping, collection, segregation and transportation service in the concerned ward at all the facilities of that ward w.e.f. Dt. 01.07.2019.

#### **4.5 PAYMENT AND PRICE VALIDITY**

- The service provider shall be paid on monthly basis as per the contracted rate. The price shall be all inclusive of the cost of manpower, consumables and management.
- While the bill for 1<sup>st</sup> month shall be paid after submission of bill for that month, but payment from 2<sup>nd</sup> month onwards shall be made after statutory payments of statutory dues such as PF, ESI etc for the previous month.
- The price as quoted by the service provider shall remain unchanged during the contract period. But in case of revision of minimum wages by Govt. the minimum wages will be

paid.

- GST as applicable shall be paid and deducted as per the applicable rate.
- TDS as applicable shall be deducted from the payment as per the income TAX act.
- The service provider will ensure that workers engaged by them must receive their entitled wages on time. In view of this, the following procedure will be adopted.
  - Service provider shall pay their entitled wages by 7<sup>th</sup> day of the following month.
  - Payment to such workers must be made by the agency through e-transfer only.

#### **4.6 PENALTY**

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

#### **(ii) OTHER PENALTY CLAUSE**

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

1. Not found keeping Photo ID : Rs. 50/- per person per day.
  2. Worker not found in proper uniform : Rs. 50/- per person per day.
  3. Indulging in smoking / drinking alcohol : Rs. 500/- with removal of the Offender.
- Substance above or any other mis-  
Conduct during duty hour (need to be

- Established)
4. Non-removal of waste from twin : Rs. 200/- per bin per day.  
Dustbins.
  5. Non-substitution of empty metal : Rs. 500/- per bin per day.  
Dustbins in place filled in metal dustbins  
And clearing of waste of filled in metal  
Bins at landfill site.
  6. Non-removal of waste from Secondary : Rs. 500/- per point per day.  
Waste collection point.
  7. Non-performing door to door waste : Rs. 1000/- per tri-cycle per day.  
Collection.
  8. Absence of personal protective : Rs. 200/- per person per day.  
equipment.
  9. If any person is found performing duty : Rs. 500/- per person per day.  
by submitting a fake name and  
address.
  10. If required nos. of Manpower is not : The proportionate amount of labour  
wages (total  
deployed by the agency.  
person engaged  
monthly bidding cost) Total nos. of  
x nos. of persons absent on that  
particular day) will be deducted from  
the payment with other penalties as  
applicable.

#### 4.7 GENERAL CONDITIONS OF THE CONTRACT

- The personnel provided shall be the employees of the service provider and all statutory liabilities will be paid by the service provider such as ESI, EPF and Workmen's

compensation Act. Etc.

- The person deployed by the service provider should be properly trained.
- The service provider shall have his own Establishment to provide training.
- The service provider at their end should ensure the health and safety measures of the staffs.
- The contracting authority if required may also conduct health check up of the staff deployed.
- The service provider shall engage only such workers, whose antecedents and health have been verified including character.
- The service provider at all times should indemnify the contracting authority against all claims, damages or compensation under the provision of payment of wages Act:
- All liabilities arising out of accident or death of the personnel provided by the service provider while on duty shall be borne by the service provider.
- The service provider and its staff shall take proper and reasonable precautions to prevent loss, destruction of waste.
- The service provider shall be responsible to protect all properties and equipment.

#### **4.8 TERMINATION OF CONTRACT**

In case the work execute by the service provider is not satisfactory the Executive Officer, Jharsuguda Municipality shall terminate the agreement by giving 15 (fifteen) days notice to the service provider.

- **MODIFICATIONS**

Modifications in terms of reference including scope of the services can only be made by the authority with written consent of both parties. However, basic conditions of the contract shall not be modified.

- **SETTLEMENT OF DISPUTE**

If any dispute with regard to the interpretation, difference or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to the Executive Officer, Jharsuguda Municipality.

- **JURISDICTION OF COURT**

Legal proceeding if any shall be subject to the Jharsuguda District Jurisdiction only.

- **RIGHT TO ACCEPT AND REJECT ANY PROPOSAL**

The Municipal Authority / Tender Inviting Authority reserve the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason thereof.

## **CHAPTER 5 - CRITERIA FOR EVALUATION**

### **EVALUATION PROCESS :**

- a) Jharsuguda Municipality constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by Jharsuguda Municipality shall evaluate the responses to the BID and all its supporting documents / documentary evidences Inability to submit requisite supporting documents / documentary evidence may lead to rejection of the bid.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the BID shall be final and binding. No correspondence shall be entertained outside the process of evaluation with the Committee.

- d) The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e) The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations in terms and conditions.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this BID.
- g) The Lowest Bidder shall be nominated by the Evaluation Committee on the basis of Technical and Financial Bid following the QCBS (Quality Cost Based System) methodology.

**Opening of Bid :**

The BID Opening date for received bids shall be as per the schedule mentioned in the section-1 (Fact Sheet). Any change in date, time and venue of opening of Bid shall be informed through Mobile/e-Mail/Post. The Proprietor / authorized representative of the bidders are expected to remain present at the place, time and venue of opening of Bid which shall be informed by Jharsuguda Municipality. Authorisation letter from the Proprietor / Owner / CEO of the Firm is mandatory, if authorized representative represents the Firm in the meeting. In case the proprietor / authorized representatives of Firm is/are found absent in the meeting, the decision of the committee shall be final and binding to the bidder in the event of any confusion / clarifications arise/s.

**Validity of Bid :**

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Bid.

**Evaluation of Bid :**

- i) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if Proposal :
  - a) Are not submitted as per specification in the RPF document.
  - b) Are received without the Letter of Authorization (Power of Attorney).
  - c) Are found with suppression of details.
  - d) Are submitted with incomplete information, subjective conditional offers and partial offers.
  - e) Are submitted without the documents as laid down in the checklist.
  - f) Does not comply to any of the clauses as stipulated in the Bid.
  - g) Is with lesser validity period.

ii) **All responsive Bids shall be considered for further processing as below.**

Proposal Evaluation Committee will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Bid. All eligible Bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

- a) Evaluation Committee shall examine the bids to determine their completeness, arithmetical accuracy and compliance to other terms and conditions as laid down in the Bid document.
- b) The DMF may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise. If required or may facilitate for this through Mobile / Landline number on all working days.

- c) Further, the scope of the evaluation committee also covers in taking any decision with regard to the Bid document, execution / implementation of the project including management period.
  
- d) Bid shall be opened in the presence of bidder's representatives who intend to attend the meeting. The bidders representatives who are present shall sign a register giving evidence of their presence in the meeting.

Proposal document shall be evaluated as per the following steps.

**Preliminary Examination of Pre-qualification of Bid documents :** The Pre-qualification of documents shall be examined to determine whether the bidder meets the basic eligibility criteria as laid down in the Bid document. Any bid found to be non-compliant to terms and conditions specified in the Bid document shall be rejected out rightly.

**Evaluation of document :** An exhaustive evaluation of the Bid document shall be carried out to ensure that the Bidder meets the basic requirements as set forth in the RFP document.

The requisite documents to be furnished in support of Eligibility and Technical Evaluation.

- Hard copies of all the documents in support of eligibility criteria experience, Turn Over Tax and various other statutory compliances to Govt. (EPF/ESI/Labour Licenses) directives and Law of land may be furnished with the bid.
  
- Supporting document should clearly indicate value of the completed project and scope of work/services executed earlier.

- Completion certificate should clearly indicate the value and duration of the project.
- Incomplete order copy submitted by the bidder shall not be considered for evaluation.
- The initial work value of the Project in a particular Financial Year shall be taken into consideration as completed project. In case of extension / addition of the project is made in subsequent years.

Bidders failing to comply any of the above mentioned criteria shall summarily be rejected.

**Technical Evaluation Criteria :**

Sl. No.	Evaluation of Parameters	Total Mark	Criteria for award of Mark
1	Experience in Cleaning and Sanitation Services in ULB.	20	<p>&gt; 1 year ≤ 3 year : 10 Marks</p> <p>☒ &gt;3 year ≤ 5 years : 14 marks</p> <p>☒ &gt;5 years : 20 marks</p>
2	Performance Certificates of previous assignments	10	Satisfactory Work Performance Submitted from clients during last 3 years : : 10 marks or other wise 0 marks.
3	Total Average Annual turnover (In last 3 financial years 2016-17, 2017-18 & 2018-19)	30	<p>☒ &gt; 3 ≤ 5 crores : 10 Marks</p> <p>☒ &gt; 5 ≤ 7 crores : 20 Marks</p> <p>☒ &gt; 7 ≤ 10 crores : 30 Marks</p> <p>☒ &gt; 10 crores : 15 Marks</p>

4	Average no of manpower engaged in last 3 years : 2015-16, 2016-17 & 2017-18 (to be determined from the work order / contract copies) – Details to be furnished Form T4.	30	100-200 persons : 10 marks 201- 300 persons : 20 marks >300 persons : 30 marks
5	Powerpoint Presentation of 5 to 10 minutes.	10	Presentation of the work plan in consonance with the tender document and guidelines, not more than 15-20 min. Total Marks : 5
<b>Total :</b>		<b>100</b>	

**Qualifying Cost Based System (QCBS) of Evaluation of Technical and Financial Bid.**

The Minimum Qualifying Technical score : 70.

Evaluation of Technical and Financial Score

The Formula for determining the technical score is as follows.

$St. = (100 \times T / Th)$ , in which St. is the normalized technical score. Th is the highest technical score and T is the technical score of the proposal under consideration.

The formula for determining the financial scores is as follows :

$Sf = 100 \times FI / F$  in which Sf is the financial score. FI is the lowest price and F the price of the proposal under consideration.

St = 0.70 and Sf = 0.30

**Illustration of Technical and Financial Evaluation QCBS Method**

**Step-1 : Technical Bid Evaluation**

Bidder details	Technical Marks Obtained
Bidder – X	91
Bidder – Y	84
Bidder – Z	56
Bidder – Q	73

**Step-2 : Conversion of Technical Marks to Technical Score**

Bidder details	St = (100 x T/Th)
Bidder – X	St = $100 \times 91 / 91 = 100$
Bidder – Y	St = $100 \times 84 / 91 = 92.30$
Bidder – Z	St = $100 \times 56 / 91 = 61.53$ (rejected due to non scoring the minimum qualifying technical score)
Bidder – Q	St = $100 \times 73 / 91 = 80.21$

**Step-3 : Financial Bid Evaluation**

Bidder details	Financial Bid Amount
Bidder – X	1,50,000.00
Bidder – Y	1,30,000.00
Bidder – Q	1,00,000.00

**Step-4 : Conversion of Financial Bid Amount to Score**

<b>Bidder details</b>	<b>Financial Bid Amount</b>	<b>Financial Score</b> <b>Sf = (100 x FI/F)</b>
Bidder – X	1,50,000.00	100000/150000*100=66.66
Bidder – Y	1,30,000.00	100000/130000*100=75.92
Bidder – Q	1,00,000.00	100

#### **Consolidate Technical & Financial Score**

<b>Bidder details</b>	<b>Technical Score</b>	<b>Financial Score</b>
Bidder – X	100	66.66
Bidder – Y	92.30	75.92
Bidder – Q	80.21	100

#### **Step-4 : Combined Technical & Financial Score (CTFS) with weightage 70:30**

<b>Bidder details</b>	<b>Applying weight for the Technical &amp; Financial Score</b>	<b>CTFS</b>	<b>Rank of Bidder</b>
Bidder – X	$100*(70/100) + 66.66*(30/100)$	89.99 (70+19.99)	L1
Bidder – Y	$92.30*(70/100) + 75.92*(30/100)$	87.38 (64.61+22.77)	L2
Bidder – Q	$80.21*(70/100) + 100*(30/100)$	86.14 (56.14+30)	L3

The Bidder quoting the Lowest Price in Both Technical and Commercial Bid and complying all the statutory eligibility criterion shall be nominated by the selection committee to award the contract for initial periods of one years to be extended upto three years.

## **PREQUALIFICATION AND TECHNICAL PROPOSAL**

### **Eligibility Criteria**

Pre-qualification document as per eligibility criteria specified under Section-3 above alongwith the following documentations.

The profile of the bidder alongwith required certifications that the period of validity of bids is in days from the last date of submission of proposal.

Audited annual financial results (Balance sheet and profit and loss statement showing business in India) of the bidder for the last three financial year.

Reference list of major clients.

Power-of-attorney granting the person signing the proposal the right to bind the bidder as the constituted attorney of the Directorate.

A copy of the RFP Document, all pages duly-signed by the authorized signatory towards acceptance of the terms and conditions of the RFP Document.

List of an roll Staffs with their qualifications.

### **Technical Proposal**

Proposal particulars.

Proposal letter.

Proposal approach and methodology and services offered.

Proposal Project and Implementation Schedule.

Schedule of delivery.

All relevant documents for Technical Evaluation.

**Officer**

**Sd/-**

**Executive**

**Jharsuguda  
Municipality.**

## **RFP FORMATS**

### **CLEANING AND SANITATION SERVICES**

**AT**

**JHARSUGUDA MUNICIPALITY,  
DIST- JHARSUGUDA.**

**TECHNICAL PROPOSALS**

### **Check List (Technical Proposal)**

Please check whether following have been enclosed in the respective cover namely,  
 Technical proposal : (please arrange the documents serially in the following order and  
 do the page numbering of the entire bid document and mention in the page no. in the  
 column "Page No" against the particulars in the check list as mentioned below for ease  
 of scrutiny)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Whether submitted (Yes / No)</b>	<b>Page No.</b>
1	EMD (DD of Rs. 1% of the tender value)		
2	Bid document Cost (DD of Rs. 10,000.00) + GST 18%		
3	Form-T1		
4	Form-T2		
5	Copy of the company/Agency Registration Certificate		
6	Copy of the GST, EPF, ESI Registration Certificate		
7	Copy of PAN		
8	Form T3		
9	Photocopies of the audited P/L account of each year highlighting the turnover in support of that alongwith computation of income.		
10	Form T4		
11	Copies of work order/ contract certificate from the clients in support of cleaning and sanitation services executed in support of the information provided in Form t4		
12	Form T5		

13	Copied of ECR of EPF in support of the information in Form T5		
14	Form T6		
15	Copied of ECR of EPF in support of the information in Form T6		
16	Form T7		
17	Form T8		
18	Form T9		
19	Any other document (copy of ownership of vehicle or agreement paper for hired vehicle)		

### **Form T1**

*(to be furnished in the technical proposal)*

#### **TECHNICAL TENDER SUBMISSION FORM**

(On the letterhead of the agency)

To,

The Executive Officer,  
Jharsuguda Municipality.

Re. : RFP Reference no. \_\_\_\_\_ dated \_\_\_\_\_

*(pl. mention the RFP reference no. from the table at Chapter 1- Proposal of Work)*

Dear Sir / Madam,

We, the undersigned, offer to provide the Cleaning and Sanitation Services at Jharsuguda Municipality. We are hereby submitting our Proposal, which includes this Technical Proposal and a Commercial Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract

mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

**I hereby declare that my company has not been debarred / black listed by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.**

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory [*In full and initials*]:

---

Name and Title of Signatory:

---

Name of Agency:

---

Address:

---

**(Organization Seal)**

**Form – T2**

*(to be furnished in the technical proposal)*

**PROFILE OF THE AGENCY**

Name of the Agency	
Office Address	
Status of the Agency (Whether registered under Company / Firm / Society / Trust)	
Name of the Chief Executive and authorized signatory	
Telephone Nos. : Landline : Mobile :	
FAX	
Email id (Official email id for correspondence if any)	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
GST Registration No.	(furnish copy of the GST Registration of the Agency)

EPF Registration No.	(furnish copy of the EPF registration certificate of the Agency)
ESI Registration No.	(furnish copy of the ESI registration certificate of the Agency)
Income Tax No. (PAN) (User Regd. No. & Place)	(furnish copy of the PAN)
No. of branch offices in Odisha with location details	
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment for services if any (if selected)	a. Name of the Bank : b. Name of the Account & Full address of the Branch concerned c. Account no. of the bidder : d. IFS Code of the Bank :

Authorized Signatory/Signature [*In full and initials*]:

\_\_\_\_\_

Name and Title of Signatory:

\_\_\_\_\_

(Organization Seal)

**FORM T3**

*(to be furnished in the technical proposal)*

**ANNUAL AVERAGE TURN OVER STATEMENT**

*(To be furnished in the **letter head** of the Chartered Accountant)*

The Annual Turnover of M/s \_\_\_\_\_ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Rs.
1	2016-17	
2	2017-18	
3	2018-19	
Average Annual Turnover in Rs.		

\*Provisional audited statement shall not be considered.

Date:  
Accountant

Signature of Chartered

Place:

(Name in Capital) Seal

**Membership No.**

**Note:**

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of **each year highlighting the turnover** in support of that.

## FORM T4

*(to be furnished in the technical proposal)*

### PAST EXPERIENCE IN CLEANING AND SANITATION SERVICES DURING THE LAST THREE YEARS

(attach separate sheets if the space provided is not sufficient)

**A) Experience in ULBs.  
F.Y. 2016-17**

Sl. No.	*Name /address of the ULBs for which Cleaning & Sanitation services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of Wards and Population of ULBs	***No. of personnel deployed (Cleaning & Sanitation Services only)	Whether Mechanized Cleaning System / Manual Cleaning System	Performance Certificate enclosed (Yes / No)
1									
2									

**F.Y. 2017-18**

Sl. No.	*Name /address of the ULBs for which Cleaning and Sanitation Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of Wards and Population of ULBs	***No. of personnel deployed (Cleaning & Sanitation Services only)	Whether Mechanized Cleaning System / Manual Cleaning System	Performance Certificate enclosed (Yes / No)
1									

2									
---	--	--	--	--	--	--	--	--	--

**F.Y. 2018-19**

Sl. No.	*Name /address of the ULBs for which Cleaning and Sanitation services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	** No. of Wards and Population of ULBs	***No. of personnel deployed (Cleaning and Sanitation Services only)	Whether Mechanized Cleaning System / Manual Cleaning System	Performance Certificate enclosed (Yes / No)
1									
2									

\* Please furnish the **Work order / Contract copies** of the works executed in support of the information mentioned above **alongwith the performance certificate** of the client, **serially in the same order** as mentioned in the above format for ease of scrutiny. \*\*No. of Wards and Population needs to be certified by the concerned ULBs/ any proof regarding no. of wards and population to be furnished for all Institutions, the information of which is mentioned above. \*\*\* No. of Sanitation Personnel deployed should be clearly mentioned in the relevant work order / contract copies \*\*\*\* Mechanized / Manual Cleaning system undertaken should be mentioned in the relevant work order / contract /copies / certificate from the client.

Authorized Signatory/Signature [*In full and initials*]:

---

Name and Title of Signatory:

---

(Organization Seal)

**Form T5**

*(to be furnished in the technical proposal)*

**Format for Power of Attorney for Signing of Proposal**

(On a Stamp Paper of relevant value)

**Power of Attorney**

Know all persons by these presents, We.....

..... (name and address of the registered office) do hereby constitute, appoint

and authorize Mr / Ms.

..... (name and residential address) who is presently employed with us and holding the position of .....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for Cleaning and Sanitation Services at District health institutions including signing and submission of all documents and providing information / responses to the District / Institution Authority, representing us in all matters before District / Institution authority and generally dealing with District / Institution authority in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2018

For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_(Signature)

(Name, Title and Address of the Attorney)

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

*Note:*

- i. *To be executed by the Chief of the Agency.*
- ii. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- iii. *In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

**FORM T6**

*(to be furnished in the technical proposal)*

**Format for Affidavit certifying that Entity / Promoter(s) /  
Director(s) / Partners of Entity are not blacklisted  
(On a Stamp Paper of relevant value)**

**Affidavit**

I, M/s.

.....

.....

..... (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of H. & U.D., Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders

as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this ..... Day of ....., 2019

Authorized Signatory/Signature [*In full and initials*]:

---

Name and Title of Signatory:

---

(Organization Seal)

**FORM T7**

*(to be furnished in the technical proposal)*

**Anti Collusion Certificate**

We hereby certify and confirm that in the preparation and submission of our Proposal for Cleaning and Sanitation Services at health institutions under this RFP Reference No. \_\_\_\_\_, 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. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this ..... Day of ....., 2019

Authorized Signatory/Signature [*In full and initials*]:

\_\_\_\_\_

Name and Title of Signatory:

---

(Organization Seal)

# **FORMATS**

**Cleaning and Sanitation Services**

**at**

**Jharsuguda Municipality,**

**Dist- Jharsuguda.**

**FINANCIAL PROPOSAL**

## **CHECK LIST (FINANCIAL PROPOSAL)**

Please check whether the following Forms have been enclosed in the respective cover, namely Cover **B: Financial Proposal**

*(please arrange the documents serially in the following order)*

**1. Form F1      Yes/No**

**2. Form F2      Yes/No**

**3. Form F3      Yes/No**

**FORM F-1**

(To be submitted with Financial Proposal)

To,

The Executive Officer,  
Jharsuguda Municipality.

Re. : RFP Reference No. \_\_\_\_\_ dated \_\_\_\_\_  
(*pl. mention the RFP reference no. against the concerned work from the table at Chapter 1-  
Schedule of Proposal submission*)

Sub: **Request for Proposal for Cleaning and Sanitation Services at Jharsuguda  
Municipality.**

Sir,

1. Having carefully examined all the parts of the RFP documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the contract, I/We hereby propose to offer the services as described in the RFP document in conformity with the conditions of contract, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the RFP document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the performance security deposit at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertake not to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offer together with your written acceptance thereof shall constitute a binding contract between me/us and the District Authority.
6. We submit the Schedule of Prices as appended herewith.

Encl: Schedule of Prices (Form F2 & F3)

Yours sincerely,

Authorized Signatory [*In full and initials*] :

---

Name and Title of Signatory :

---

Name of Agency :

---

Address :

---

(Organization Seal)

**FORM F-2**

(To be submitted with Financial Proposal)

**PRICE SCHEDULE**

Name of the Municipality : Jharsuguda Municipality, Jharsuguda.

Particulars	Cost per Month (in Rs.) (exclusive of GST)	GST as applicable with %	Cost per Month (in Rs.) (inclusive of GST)
	A	B	A+B

<p>Cost per Month [The cost per month shall include all operational cost related to sweeping, 100% door to door collection, segregation and transportation of wastes as mentioned in Chapter 3, Human Resources as per category of personnel required with minimum wages, considering 24x7x365 days service by mechanized cleaning system with cleaning / protection material / consumables mentioned in Chapter – 3, arrangement of vehicle, rickshaw with transportation charges and managing their services as per the Terms of Reference mentioned in Chapter 3 of RFP with all statutory requirement]</p>	<p>(up to two decimal places only)</p>		<p>(up to two decimal places only)</p>
--	--	--	--

Note : The bidder has to furnish the cost calculation format Form F-3 for arriving at the cost per Month for the Cleaning and Sanitation Services.

Authorized Signatory [*In full and initials*] :

---

Name and Title of Signatory :

---

Name of Agency :

---

Address :

---

(Organization Seal)

**FORM F-3**

(To be submitted with Financial Proposal)

Cost Calculation format for arriving at the cost / Month for the Cleaning and Sanitation Services

Name of the Municipality : Jharsuguda Municipality.

Sl. No.	Particulars	Remuneration / Cost to be quoted based on 30 days service.	EPF (Employer's share of 13%)	ESI (Employer's share of 4.75%)	Service Charge	Total (per person per Month)
1	Sanitation Worker					
2	Sanitation Supervisor					
3	Cost of Apron, Uniform & ID					
4	Cost of Protective Equipment					
5	Cost of Soap and Surf					
6	Cost of cleaning materials					
7	Cost of transportation					

8	Any other cost (please mention)					
	Total Cost per month					

**Annexure - I**

**AGREEMENT**

(\*On a Stamp Paper of Rs.100/-)

*Reference:*

- (i) RFP Reference No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment / Pre-bid clarification issued by the Tender Inviting Authority
- (ii) Service provider's bid submitted dated \_\_\_\_\_

1. An agreement made on the \_\_\_\_\_ day of \_\_\_\_\_ 2018 BETWEEN.....(hereinafter called "the approved service provider", which expression shall, where the context so admits, be deemed to include his heirs successors executors and administrators) of the **one part** AND the Executive Officer, Jharsuguda Municipality, Dist- Jharsuguda (hereinafter called "the Municipal Authority" which expression shall, where the context so admits be deemed to include his/her successors in office and assigns) of the **other part**.

2. Whereas the approved service provider has agreed with the Jharsuguda Municipality to manage the Cleaning and Sanitation Services in the Health Institutions in the manner set forth in the terms of the **Request for Proposal (RFP) reference no.** \_\_\_\_\_ And whereas the approved service provider has deposited a sum of Rs. .... (Rupees.....) only in the form

of ..... as Performance Security of the project.

**3. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

- (a) The following documents shall be deemed to form part of and be read and constructed as Integral part of this Agreement, viz.:
- Terms & conditions of the RFP reference no. cited above.
  - Terms of Reference of the RFP reference no. cited above.
  - Amendment / Clarification to Pre-bid queries of the RFP reference no. cited above.
- (b) The approved service provider shall be paid at the rate as offered by them in the financial proposal towards monthly cost of the cleaning and Sanitation Services as mentioned below:
- i) Per Sanitation Worker /month : Rs. \_\_\_\_\_ /month,  
No. of Sanitation Worker / Month : \_\_\_\_\_
  - ii) Per Sanitation Supervisor/month : Rs..... / month  
No. of Sanitation Supervisor / Month: \_\_\_\_\_
  - iii) Cleaning Material Cost (Durable & Consumable) / month : Rs..... / month
- Protective equipment / month : Rs. .... / month.
  - Cost of Uniform and ID / month : Rs. .... / month.
  - Transportation Charges / month : Rs. .... / month.
- (c) In consideration of the payment to be made by the Municipal Authority as above, the approved service provider will duly implement the project in the manner set forth in the terms of the RFP.
- (d) The terms & conditions and terms of reference of the RFP appended to this agreement will be deemed to be taken as integral part of this agreement and are binding on the parties executing this agreement.

<b>Municipal Authority</b>	<b>Approved Service Provider</b>
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(a) Request for proposal and any amendment thereof.	a) Proposal Submitted in response to RFP
(b) Office Order subsequent to RFP	b) SOPs in respect to Cleaning and Sanitation Service Operation

**4. Payment**

- (a) The Municipal Authority does hereby agree that if the approved service provider shall duly implement the project in the manner aforesaid, observe and keep the said terms and conditions, the Municipal Authority will pay or cause to be paid to the approved service provider at the time and in the manner set forth in the said terms.
- (b) The mode of payment is as specified below:

The payment shall be paid on a monthly basis upon submission of bill with attendance sheet of the deployed manpower. The bills should be in the name of the Executive Officer, Jharsuguda Municipality.

**5. Operational Parameter and Penalty**

The successful bidder has to operate the Cleaning and Sanitation Services with quality service as mentioned in the terms of reference. Penalties shall be imposed on the agency in case of any deviation found in discharging of services. The penalties shall be imposed as specified in Chapter 4 of the RFP (Terms & condition).

**6. Period of Engagement/Duration of Contract**

The agency will be engaged initially for a period of 1 year subject to satisfactory performance, which may further be extended by the Municipal Authority for another two years by having yearly agreement on each year based on satisfactory performance of the Service Provider.

**7. Schedule of Implementation**

The agency is required to set up the Cleaning and Sanitation Services with all personnel within 07 days of signing the contract.

**8. Termination /Suspension of Agreement**

The Municipal Authority may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.

The Municipal Authority after giving 15 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the

events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider :

- a) If the service provider fails to take any remedy for its failure in performing of its obligations within 15 days of receipt of notice or within such period as the Municipal Authority have subsequently approved in writing.
- b) If the service provider becomes insolvent or bankrupt.
- c) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period of not less than 30 days: or
- d) If, in the judgment of the Municipal Authority, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

**9. Settlement of Dispute**

If any dispute with regard to the interpretation, difference or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to Committee constituted at the Municipality level for decision.

**10. Jurisdiction of Court**

Legal proceedings if any shall be subject to the jurisdiction of Jharsuguda District only.

**In witness whereof the parties hereto have set their hands on the ..... day of ..... 2019.**

**Signature of the Approved Service Provider  
Officer**

**Signature of Executive**

**Date:**

**Date:**

**1. Witness**

**2. Witness**

**1. Witness**

**2. Witness**