

OFFICE OF THE JHARSUGUDA MUNICIPALITY
INVITATION OF BID/ 2020-21
Bid identification No. EO/JMC/ 02/2020-21
Tender Call Notice No. 476 / JM, Dt. 18.02.2021

1. The Executive Officer, Jharsuguda Municipality on behalf of Municipal Council invites rate bid/Tender online in conformity to detailed Tender Call Notice (DTCN) to be available on the website as mentioned below for execution of work as mentioned below from eligible Registered Firms / NGOs / SHGs / ALFs / Service provider. The eligibility can only be established by production of necessary documents bearing testimony of authentication by appropriate authorities. The bidder may submit bids for any one or both of the following works.

Sl. No.	Name of the work	Period of Contract	Cost of tender document	EMD
1	2	3	4	5
1	Zone 1 : (ward no. 1, 2, 3, 4, 5, 6, 7, 8, 20, 21 & 22 : total 11 wards) Road Sweeping, Drain Cleaning, Bush Cutting/uprooting& its transportation, segregation and transportation of the waste collected from sweeping, Special Drive for Main Drains desilting before rainy season, transportation of silt generated from drain cleaning to low land identified by Jharsuguda Municipality.	One Year from the date of Agreement	Rs. 10000/- plus GST	Rs. 1,71,000.00 Only
2	Zone 2 : (ward no. 9, 10, 11, 12, 13, 14,15, 16, 17,18 & 19 : total 11 wards) Road Sweeping, Drain Cleaning, Bush Cutting/uprooting& its transportation, segregation and transportation of the waste collected from sweeping, Special Drive for Main Drains desilting before rainy season, transportation of silt generated from drain cleaning to low land identified by Jharsuguda Municipality.	One Year from the date of Agreement	Rs. 10000/- Plus GST	Rs. 1,51,000.00 Only

2. Relevant details relating to specification quantity and the terms and conditions of contract and other requirements can be viewed in the web site www.tendersorissagov.in or www.jharsuguda.nic.in
3. Bids must be accompanied by Demand draft / Bankers Cheque of required denomination towards deposit of EMD in favour of the Executive Officer, Jharsuguda Municipality. The application will also carry the scanned copy of demand draft/banker's cheque of Rs 10,000.00/- plus 12% GST drawn in favour of the Executive Officer, Jharsuguda Municipality. The scanned copies of both the draft and affidavit should be submitted online.
4. The Bid documents will be available online in the website www.tendersorissagov.in and www.jharsuguda.nic.in from **6:00 P.M. of Dt. 20.02.2021 up to 6:00 P.M. of Dt. 02.03.2021** for online bidding.
5. The bidders must possess compatible Digital Signature Certificate (DSC).
6. Bids shall be received only in online mode on or before **6:00 P.M. of Dt. 02.03.2021**.
7. Bids received online shall be opened at **15:00** Hours on Dt. **04.03.2021** in the Office Chamber of the undersigned in the presence of the bidders who wish to attend. Bidders who participate in the bid can witness the opening of bids after logging in to the website through their DSC. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
8. The participating bidders must submit all uploaded documents in hard copy signed by self on each page and the original demand draft and affidavit paper also is to be scanned and uploaded with application. The documents in original shall be submitted in the Office of the undersigned before the date and time of opening of Bid as specified in Para 07 above, during Office hours on working days through registered post/ Speed Post/ by hand addressed to Executive Officer, Jharsuguda Municipality before **Dt. 04.03.2021 up to 02.30 PM** failing which the bid will be rejected. The authority will not be held responsible for the postal delay caused in receipt of required documents.
9. The cost of bid and EMD in the form of demand draft/banker's cheque issued by any Nationalized scheduled Bank shall be prepared in the name of the Executive Officer, Jharsuguda Municipality payable at Jharsuguda separately i.e. towards paper cost and GST of each Bid respectively and scanned copy of that should be attached online along with the bid.
10. As per the Works Department Letter No. 5310/ Dt. 02.05.2009 and letter No. 5140/ Dt. 28.04.2009, Labour Cess @ 1 % (One percentage) will be deducted from the bill of the contractor. TDS on GST and Income Tax as per applicable rates notified from time to time by the designated departments shall be deducted from the bill of the contractor.

11. Additional Performance Security shall be deposited by the L1 bidder equal to less amount quoted than that of the estimated cost for 12 months, at the time of Agreement.
12. The sealed Bid document shall contain self signed copy of (a) Valid Registration certificate, (b) PAN, (c) 12% GST clearance certificate, (d) Experience certificate, (e) Valid labour licence as per Govt. clause (f) EMD and Tender Paper (g) and other document required as per DTCN and special condition if any.
13. Eligibility criteria for Bidders
 - a) The Bidder must have minimum 3 yrs. of past experience of similar nature of sanitation work worth not less than of Rs. 50.00 Lakhs in the preceding 3 years.
 - b) The registered Firms / NGOs / SHGs / ALFs / Service provider must not have been blacklisted.
 - c) The average annual turnover of the registered Firms / NGOs / SHGs / ALFs / Service provider over last 2 yrs. should have been 50 lakhs.
14. Even if qualifying criterions are met, the bidders can be disqualified on account of the following reasons
 - a) Making a false statement or declaration. APPENDIX
 - b) Past record of poor performance.
 - c) Past record of abandoning the work half way / recession of contract.
 - d) Past record of in-ordinate delay in start/ completion of the work.
 - e) Past history of litigation.
 - f) The bidder should not be a defaulter in payment of wages to the employees in time.
15. Other details can be seen in the Bidding documents.
16. Bidders should read the terms and conditions carefully before bidding.
17. The Authority reserves the right to cancel any or all the Bids without assigning any reason thereof. Any change/correction/corrigendum in respect of above shall be placed in the web site
18. Violation of stipulated terms & conditions will attract imposition of penalty.

-Sd-

Executive Officer,

Jharsuguda Municipality.

Memo No. 477 / JM, Dt. 18.02.2021

Copy submitted to the Dist. Magistrate and Collector, Jharsuguda for information and necessary action.

-Sd-

Executive Officer,

Jharsuguda Municipality.

Memo No.478 / JM, Dt. 18.02.2021

Copy forwarded to the P.D. D.U.D.A, Jharsuguda / Executive Officer, Brajarajnagar Municipality/ Executive Officer, Belpahar Municipality for information and with a request to display this notice in their respective Office notice board for wide circulation.

-Sd-
Executive Officer,
Jharsuguda Municipality.

Memo No. 479 / JM, Dt. **18.02.2021**

Copy forwarded to District Information and Public Relation Officer, Jharsuguda / NIC, Jharsuguda for information and requested to publish the copy of the above notice in two numbers of highly circulated Odia and English daily newspapers on Dt. _____ . The font size should be 8 points and rate should be as per IMPR.

Sd-
Executive Officer,
Jharsuguda Municipality.

JHARSUGUDA MUNICIPALITY

INVITATION FOR Bid

Bid Identification No. :- EO/JMC/ /2020-21

1. The Executive officer, Jharsuguda Municipality on behalf of Jharsuguda Municipality invites bids on items rate basis on online mode for Sanitationworks as detailed in the table given below from eligible registered Contractors / Agency / Firm / NGO registered with the State/Central Govt. for execution of works on production of definite proof from the appropriate authorities. The bidder may submit bids for any one or both of the following works.
2. Bid documents will be available in website www.tendersorissa.gov.in from **06.00 P.M. of Dt. 20.02.2021** To **06.00 PM of Dt. 02.03.2021** for online bidding. The bidder must possess compatible Digital Signature Certificate of class II or Class III.
3. Bids must be accompanied with scanned copy of financial instrument towards bid security (**EMD**) specified for the work in column No. 5 of the above table, payable in favour of the Executive officer, Jharsuguda Municipality, Jharsuguda. scanned copy of the bid security shall be submitted in cover I of the online bidding. **Bidder failing to submit the Demand Draft / Bankers cheque shall earn disqualification.**
4. Bids must be accompanied with scanned copy of demand draft towards cost of tender document. The same shall be in the form of demand draft drawn on any Nationalized Bank, in favour of the Executive Officer, Jharsuguda Municipality, Jharsuguda. payable at Jharsuguda, Odisha. Scanned copy of the demand draft shall be submitted in cover— I of the online.
5. Price bid shall be submitted in cover—I of online bidding.
6. Bids must be submitted online on or before **Dt. 02.03.2021 by 18.00 hours.**
7. Bids received on “online” shall be opened at **15.00 hours** on **Dt. 04.03.2021** in the office of the undersigned in presence of the bidders or their authorized agents/ representatives who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working days at the same time and venue.
8. Financial instrument Such as Cost of bidding document and bid security (EMD) in original shall have to be deposited before the tender opening authority between the date and time of closing and opening of the tender on working days, failing which the bids shall be summarily rejected.

9. Bidders desirous to avail any facility/exemption as per certain circular /orders of Govt. have to apply for the same in affidavit along with copy of the circular/order.
10. The sealed Bid document shall contain scanned copy of (a) Registration certificate, (b) PAN, (c) GST clearance certificate, (d) Experience certificate and other document required as per DTCN and special condition, if any.
11. The authority reserves the right to cancel any or all bids without assigning any reason thereof.

-Sd-

**Executive Officer,
Jharsuguda Municipality.**

Memo No. 480 / JM, Dt. 18.02.2021

Copy forward to the A.D.M., Jharsuguda/ E.E. R&B, E.E. NH, Jharsuguda/ E.E. PHED, Jharsuguda and office notice board for wide publication.

-Sd-

**Executive Officer,
Jharsuguda Municipality.**

CHAPTER - 01

Proposal of Work

Sl. No.	Name of the work	Period of Contract	Cost of tender document	EMD
1	Zone 1 : (ward no. 1, 2, 3, 4, 5, 6, 7, 8, 20, 21 & 22 : total 11 wards) Road Sweeping, Drain Cleaning, Bush Cutting/uprooting& its transportation, segregation and transportation of the waste collected from sweeping, Special Drive for Main Drains desilting before rainy season, transportation of silt generated from drain cleaning to low land identified by Jharsuguda Municipality.	One Year from the date of Agreement	Rs. 10000/- Plus GST	Rs. 1,71,000.00 Only
2	Zone 2 : (ward no. 9, 10, 11, 12, 13, 14,15, 16, 17,18 & 19 : total 11 wards) Road Sweeping, Drain Cleaning, Bush Cutting/uprooting& its transportation, segregation and transportation of the waste collected from sweeping, Special Drive for Main Drains desilting before rainy season, transportation of silt generated from drain cleaning to low land identified by Jharsuguda Municipality.	One Year from the date of Agreement	Rs. 10000/- Plus GST	Rs. 1,51,000.00 Only

CHAPTER 02 –TERM OF REFERENCE

2.1 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 equipment such as Jhadu (Both Coconut Jhadu and PhulJhadu) will be arranged by the service provider. All commercial areas (List attached in Annexure-iv) are to be swept twice a day (Including Night Sweeping) and rest residential areas are to be swept once a day.

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

2.2 TRANSPORTATION OF WASTE

The service provider will engage required nos. of vehicles for transportations of waste collected from road sweeping & road side waste after segregating them into dry and wet waste category to the respective MCC and MRF site for recycling. Separate transportation or compartmentalization of the carrier of the vehicle should be done for transportation of wet and dry waste separately. The service provider will also arrange required number of vehicles to transport the silt generated from drain cleaning to the land identified by the ULB. The service provider will submit the list of vehicles in the proforma provided in this RFP. All the vehicles to be used by the Service Provider must be in the ownership of their firms. The service provider is required to submit the copy of ownership of vehicle or agreement copy in case of hired vehicle. Logbook of each vehicles engaged through service provider will be maintained on daily basis by the concerned driver of the vehicles.

2.3 MATERIAL RECOVERY FACILITIES

All the segregated dry waste collected are to be transported to the MATERIAL RECOVERY FACILITY CENTRE established at Jharianair, ward No. 08 and other at Kapumal, Ward No. 09, Jharsuguda Municipality. Required number of sanitation staff are to be engaged by the service provider to segregate the dry and wet waste separately.

2.4 WASTE PROCESSING

The collected and segregated wet waste will be transported to the Micro Composting Centres located (MCC) at Jharianair, ward No. 08 and Kapumal, ward No. 09.

2.5 SPRAYING OF MOSQUITO LARVICIDAL OIL IN DRAINS.

The Service Provider will engage required number of manpower with spraying machine for spraying of mosquito larvicidal oil in different drains of Jharsuguda Municipality in an interval of one week regularly. The mosquito larvicidal oil will be supplied by the municipality.

2.6 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/- extra special wages to the labourers engaged for this burial purpose. The service provider will submit the

muster roll of labour, duly certified by Sanitary Inspector and Health Officer alongwith the requisition letter of Police for payment.

- b) All animal dead bodies will be disposed off 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 this 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.

2.7 ROAD SIDE BUSH/GRASSES CTING & ITS TRANSPORTATION

The road side bushes/grasses will be cut at a regular interval and the same will be transported to MCC by service provider on the same days.

2.8 DRAIN CLEANING

The floating materials of open drains will be cleaned by the sanitation workers of service provider on every alternate day in a week. From the base level of all drains will be cleaned once in a month. The service provider can adopt advance technique by using mechanical means for drain cleaning on priority basis.

2.9 ENGAGEMENT OF SANITATION WORKER

The service provider will engage required nos. of sanitation workers as mentioned in Annexure-II of this Bid Document for sweeping, drain cleaning and segregation of waste collected from road sweeping.

2.10 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, KantaFauda, Plain Fauda, Pickaxe, Saabal, Belcha, Wheel Barrow, etc.

2.11 PROVISION OF PERSONAL PROTECTION MEASURE FOR SANITATION WORKER

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

The regular health check up of sanitation workers will be arranged by the service provider.

2.12 PROVISION OF PHOTO ID AND UNIFORM OF SANITATION WORKER

The sanitation workers engaged by the service provider must wear the personal Photo ID card, issued by the service provider. The service provider will also provide two pair of Uniform & apron to

the sanitation worker once in a year along with Gloves, Mask and Gum Boots. The sanitation worker having no Photo ID or Uniform will be disallowed to perform the duty on that day.

2.13 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 scheduled time as directed by the Executive Officer at Office of the Health Officer, Jharsuguda Municipality. The details of man power engaged (Name & Address) will be furnished by the service provider to Health Officer Jharsuguda Municipality.

2.14 ENGAGEMENT OF A CO-ORDINATOR BY SERVICE PROVIDER

The service provider shall nominate a co-ordinator who shall be responsible for regular interaction with the office of the Health Officer and Executive Officer, Jharsuguda Municipality.

2.15 CITIZEN GRIEVANCE REDRESSAL

A complaint 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 genuine complains received from the public will be addressed by the service provider in the time frame as detailed below.

- | | | | |
|----|-----------------------|---|-----------------|
| a) | Disposal of dead body | : | Immediately |
| b) | Cleaning and Sweeping | : | Immediately |
| c) | Lifting of Waste | : | within 06 hours |
| d) | Cleaning of Drain | : | within 24 hours |

CHAPTER 03 – TERMS & CONDITIONS

3.1 PERIOD OF ENGAGEMENT

- A. The engagement shall be for a period of One year from the date of signing of contract.
- B. The contract may be extended for a maximum period of another One year with same terms and conditions, if performance is found to be satisfactory as per due assessment.
- C. The agency shall sign the contract within 15 days of issue of letter of Award/Intimation.

3.2 AWARD OF CONTRACT

The selected bidder shall have to execute a contract with the authority within 15 days from the date of acceptance of their bid as communicated to them. The terms and condition, terms of reference of this Bid 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 mentioned in Para-3.4.

3.3 ALLOTMENT OF WORK

- A. An agency can accept work orders of one or both.

- B. In case of agency succeeded in getting work order for both proposals as per the competitive bidding process, then the concerned agency can choose one or both.

3.4 PERFORMANCE SECURITY

The selected service provider has to furnish a performance security deposit at the time of signing of contract, amounting to 5% of the total contract value (for 1 years) to the Executive Officer, Jharsuguda Municipality, Jharsuguda in the shape of DD/BG drawn from anyNationalized / Scheduled Bank within India. The performance security deposit is for due performance of the contract.

The authority in the following circumstances can forfeit it;

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

3.5 COMMENCEMENT OF SERVICE

The selected service provider is required to start the sweeping, collection, segregation and transportation service in the concerned ward within 07 days of signing of the contract.

3.6 PAYMENT AND PRICE VALIDITY

- A. The service provider shall be paid on monthly basis as per the contracted rate. The price shall be inclusive of the cost of manpower, consumables and management.
- B. While the bill for 1st month shall be paid after submission of bill for that month, but payment from 2nd month onwards shall be made after statutory payments of statutory dues such as PF, ESI etc for the previous month.
- C. The price as quoted by the service provider shall remain unchanged during the contract period except in case of revision in daily wages act if the contracted amount is below the recommended rate as applicable.
- D. GST as applicable shall be paid and deducted as per the applicable rate.
- E. TDS as applicable shall be deducted from the payment as per the income TAX act.
- F. 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.
 1. Service provider shall pay their entitled wages by 5th day of every month.
 2. Payment to such workers must be made by the agency through e-transfer only.
 3. The service provider shall be responsible for contribution towards PF & ESI as applicable on behalf the man power deployed by the service provider in Jharsuguda Municipality.
- G. The Service Provider should pay the wages to the manpower engaged by 5th of every month without waiting for payment from the Municipality.. if the agency fail to pay the remuneration the municipality will have the right to deduct the amount from the bill and pay outright directly to the manpower engaged.

3.7 PENALTY

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

(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 Card : 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. Absence of personal protective : Rs. 50/- per person per day.
equipment.
5. if any person is found performing duty : Rs. 500/- per person per day.
by submitting a fake name and
address, identification.
6. If required nos. of Manpower is not : The proportionate amount of labour wages (total
deployed by the agency. x nos. Of persons absent on that particular day) will
bededucted from the payment with otherpenalties as
applicable.

3.8 GENERAL CONDITIONS OF THE CONTRACT

- A. The personnel provided shall be the employees of the service provider and all statutory liabilities will be paid by the service provider such as PF, ESI, and Workmen's compensation Act. Etc.
- B. The person deployed by the service provider should be properly trained.
- C. The service provider shall have his own Establishment to provide training.
- D. The service provider at their end should ensure the health and safety measures of the staffs.
- E. The contracting authority if required may also conduct health check-up of the staff deployed.
- F. The service provider shall engage only such workers, whose antecedents and health have been verified including character.
- G. 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:
- H. 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.
- I. The service provider and its staff shall take proper and reasonable precautions to prevent loss & destruction of public wealth.
- J. The service provider shall maintain the records & register such as details of health check-up, issue of protective equipment's, attendance resister, issue of cleaning materials etc which will be produced by the service provider to Health Officer & Executive Officer as when required.

3.9 TERMINATION OF CONTRACT

The 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 instruct remedy of such failure within a period not exceeding 07 days after the receipt of such notice.

3.10 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.

3.11 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 resolved through negotiation. Alternatively, the dispute may be referred to the next higher authority for adjudication whose decision shall be final and binding on both the parties.

3.12 JURISDICTION OF COURT

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

3.13 RIGHT TO ACCEPT AND REJECT ANY PROPOSAL

The Municipal Authority / Institution / Tender Inviting Authority reserves 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.

BID FORMATS

CLEANING AND SANITATION SERVICES

AT

**JHARSUGUDA MUNICIPALITY,
DIST- JHARSUGUDA.**

CHECK LIST

Please check whether the scan copy of the following documents have been submitted in the Bid duly signed by the authorised signatory on each page. (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)

Sl. No.	Particulars	Whether submitted (Yes / No)	Page No.
1	EMD (copy of DD)		
2	Bid document Cost (DD of Rs. 10,000.00 + GST 18%)		
3	Form-1 (forwarding letter)		
4	Form-2 (profile of Agency)		
5	Copy of the company/Agency Registration Certificate		
6	Copies of the GST, EPF, ESI Registration Certificate		
7	Copy of PAN/ I.T Return & Audit report for preceding 3yrs 2017-18,18-19 & 19-20.		
8	Form 3 (Scanned copy of Annual average turnover Certificate from a C.A.)		
9	Form 4 (past experience certificate)		
10	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 4		
11	Form 5 (Power of Attorney)		
12	Form 6 (Affidavit on a stamp paper with relevant value)		
13	Form 7 (Anti collusion certificate for mate)		
14	Form 8 (price schedule)		
15	Form 9 (details of price schedule)		
16	Bank Statement for the preceding 3 yrs 2017-18,18-19 & 19-20		
17	Affidavit that their firm has not been blacklisted by any municipality or Govt. Deptt. Of the state in the past.		
19	Affidavit regarding no immediate blood relation of the owner/proprietor of the bidder is a staff/ employee of Jharsuguda Municipality.		
20	Any other document (copy of ownership of vehicle or agreement paper for hired vehicle etc. as required)		

Form 1

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 2
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 3

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	2017-18	
2	2018-19	
3	2019-20	
Average Annual Turnover in Rs.		

*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

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 4

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. 2017-18**

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. 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 & Sanitation Services only)	Whether Mechanized Cleaning System / Manual Cleaning System	Performance Certificate enclosed (Yes / No)
1									
2									

F.Y. 2019-20

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 5

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 ofas 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 _____ 2021

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 executants(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 6

**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 certifies 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 of2021

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

Name and Title of Signatory: _____

(Organization Seal)

FORM 7

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 of2021

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

Name and Title of Signatory: _____

(Organization Seal)

FORM 8

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
Cost per Month [The cost per month shall include all operational cost related to sweeping, collection, segregation and transportation of wastes as mentioned in Chapter 2 & 3, Human Resources as per category of personnel mentioned in Annexure II and complying to minimum wages act.The work should be conducted by mechanized cleaning system with cleaning material / consumables mentioned in Annexure III, arrangement of vehicle,withtransportation chargesand managing their services as per the Terms of Reference and condition mentioned in Chapter 2 & 3 of Bid with all statutory requirement. The agency will provide one day weekly rest day after 6 days of work to each worker and employ such number of workers for this week so that the work will continue in every day for all 365 days in a year, and each worker will get a rest day in each week.]	(up to two decimal places only)		(up to two decimal places only)

Note : The bidder has to furnish the cost calculation format Form 9 for arriving at the cost per Month for the Cleaningand Sanitation Services.

Authorized Signatory [*In full and initials*] : _____

Name and Title of Signatory : _____

Name of Agency : _____

Address : _____

(Organization Seal)

FORM 9 (Scan copy to be uploaded along with price bid)

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 1 Month service.	EPF (Employer's share of 13%)	ESI (Employer's share of 3.25%)	Service Charge	Total (per person per Month)	No. of Personnel	Total Cost (in Rs.) (up to two decimal places only)
1	Sanitation Worker							
2	Sanitation Supervisor							
3	Cost of 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							

N.B:- A Nil or negligible Service Charge below a whole INR shall be considered as non serviceable and such bid shall be liable for rejection ought rightly. The committee's decision will be final and binding to determine a bidder's S.C quoted as negligible or non-serviceable.

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 _____ 2020 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 WITNESSED 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.:

- i) Terms & conditions of the RFP reference no. cited above.
- ii) Terms of Reference of the RFP reference no. cited above.
- iii) 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
- i) Protective equipment / month :Rs. / month.
- ii) Cost of Uniform and ID / month :Rs. / month.
- iii) 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.

Municipal Authority	Approved Service Provider
(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 chat of the deployed manpower. The bills should be in the name of the Executive Officer, Jharsuguda Municipality.
- (c) Without waiting for payment from municipal authority the service provider should unflinching pay the remuneration to the labours engaged latest by 5th of every month failing which the municipality authority will pay the remuneration deducting the amount from the bill with penalty.

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 3 of the RFP (Terms & condition).

6. Period of Engagement/Duration of Contract

The agency will be engaged initially for a period of 01 year subject to satisfactory performance, which may further be extended by the Municipal Authority for another one years 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 instruct remedy of such failure within a period not exceeding 07 days after the receipt of such notice.

The Municipal Authority after giving 30 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 07 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 60 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 theday of.....2021.

Signature of the Approved Service Provider Signature of Executive Officer

Date:

Date:

1. Witness

1. Witness

2. Witness

2. Witness

Annexure II

Detail Manpower required of Zone A (For Ward No. 01, 02, 03, 04, 05, 06, 07, 08, 20, 21 and 22)		
Ward No.	Name of Ward	Man power requirement
1	Sarbahal	13
2	Sarasmal	10
3	Marwaripada	7
4	Choukipada	13
5	Talibhata	16
6	Ekatali	8
7	BTM	13
8	Panchapada East	8
20	Mangal Bazar	10
21	Buromal	16
22	Mungapada	12
11 wards		126

Detail Manpower required of Zone B (For Ward No. 09, 10, 11, 12, 13, 14, 15, 16, 17, 18 and 19)		
Ward No.	Name of Ward	Man power requirement
9	Panchpada West	15
10	Cox Colony	12
11	Beheramal	9
12	Malimunda	10
13	Debadihi	10
14	Badheimunda	11
15	Babupada	11
16	Purunabasti East	13
17	Purunabasti West	11
18	Gujuratipada	4
19	Hatlipada	6
11 wards		112

Annexure III

Material and equipment's required for Cleaning and Sanitation Workers

Sl. No.	Particulars
1	Dress &Apron : 2 Pair Dress and Uniform per Person per Year
2	Identity Card : Once in a Year per Person per Year
3	Gloves, Mask : 2 Pair Gloves and 4 Pcs Masks per Person per Month
4	Gum Boot : 2 Pair per Person per Year
5	Soap and Detergent : Weekly One Soap and 100 gm Detergent per Person
6	Coconut and Fuljhadu : 2 Pcs Coconut Jhadu and 2 Pcs FulJhadu per Person per Month
7	Jhudi : 4 pcs Bamboo jhudi/plastic jhudi per sweeping staff per year.
8	Cleaning Material : Fauda, Gainti, Belcha, Shovel, Wheel Brow, Balati etc.
9	Transportation : Tractor with Trolley etc.

Annexure IV

List of Commercial area for twice Sweeping daily

Sl. No.	Name of the Area for sweeping
1	Sarbahal to Jhanda Chowk
2	Jhanda chowk to Bus Stand
3	Bus stand to L.N. College Road
4	Bus Stand to Beheramal Chowk
5	Beheramal Chowk to B.T.M. Chowk
6	Beheramal chowk to SP Office