

NOTIFIED AREA COUNCIL, HINDOL

Detailed Tender call Notice

Name of the Work : Supply of manpower for Cleaning and sanitation work from ward no. 01 to 16 to NAC Hindol.
E.M.D : Rs. 10,000/-
Agency : As per eligibility criteria
Period of contract : 2(Two Year)
Cost of Bid Document : 4,000/-
Available of Bid document : In www.dhenkanal.nic.in and www.hindolnac.in
(Dt.15.04.2021 to Dt. 26.04.2021)
Last date of receipt of Bid : 26.04.2021, 1.00 P.M
Date of opening of Bid : 27.04.2021, 10.00 A.M

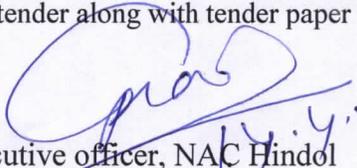
Sd/-

Executive officer, NAC Hindol

Memo No. 483 /NAC

Date- 14.2.21

Copy forwarded to D.I.O, NIC, Collectrate, Dhenkanal. He requested to publish the tender along with tender paper for download by agency through your website, vide circulation the TCN.


Executive officer, NAC Hindol

NOTIFIED AREA COUNCIL, HINDOL

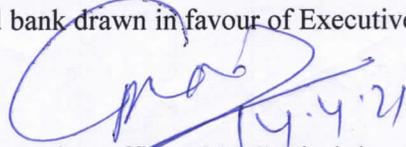
No. 485 /NAC

Dt. 14.4.21

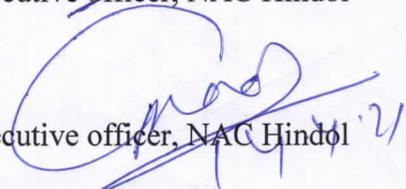
Notice Inviting Tender

Sealed bid in conformity with detailed tender call notice are invited from intending registered firms / NGOs / Private companies / Contractors working within the jurisdiction of Odisha, having eligibility criteria as stipulated in tender document, for execution of Sanitation work, so as to reach by speed post / registered post only to the Executive Officer, HINDOL N.A.C. by 01.00 P.M. of dt. 26.04.2021 and bid documents will be opened on dt 27.04.2021 at 10.00A.M (Conference Hall, Sub-Collector Office, Hindol). in presence of the bidder or their authorized representatives who wish to remain present for the occasion. If the office happens to be closed due to subsequent declaration of holiday, the process of receipts and opening schedule will be on next working day at the specified time and venue without any further notice. The sale of bid document shall start from dt.15.04.2021 and close by 01.00 P.M. on 26.04.2021 on www.dhenkanal.nic.in and www.hindolnac.in The intending bidders shall have to deposit the cost of tender paper (non-refundable) in shape of Demand Draft from any nationalized bank / Scheduled bank drawn in favour of Executive Officer, HINDOL N.A.C. payable at HINDOL.

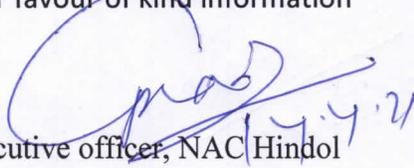
Memo No. 486 ,Date- 14.4.21 .
Copy to person concerned/ NAC Notice Board for vide Circulation.


Executive officer, NAC Hindol

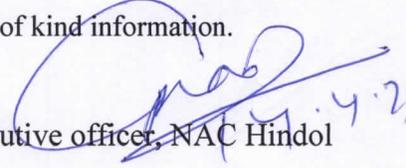
Memo No. 487 ,Date- 14.4.21
Copy to D.I & P.R.O, Dhenkanal. Vide H&UD Deptt L.No.1078/HUD Dt.20.01.2021 and the advertisement send to ipr.advt@gmail.com for vide circulation the TCN for favour of kind information and vide Circulation of Tender Notice.


Executive officer, NAC Hindol

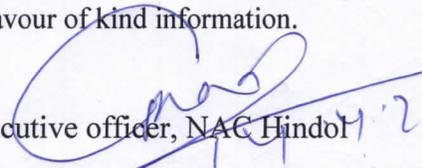
Memo No. 488 ,Date- 14.4.21
Copy to All Councilors'/Vice Chairperson/ Chairperson, NAC, Hindol for favour of kind information.

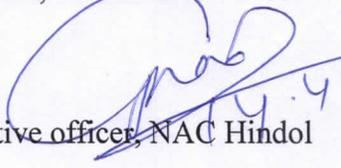

Executive officer, NAC Hindol

Memo No. 489 ,Date- 14.4.21
Copy submitted to BDO, Hindol/Tahasildar, Hindol/ Sub-Collector, Hindol for favour of kind information.


Executive officer, NAC Hindol

Memo No. 490 ,Date- _____
Copy submitted to PD,DRDA-cum-PD,DUDA, Dhenkanal/ Collector & District Magistrate, Dhenkanal for favour of kind information.


Executive officer, NAC Hindol


Executive officer, NAC Hindol

NOTIFIED AREA COUNCIL, HINDOL, DHENKANAL

No. 482 Dt. 14.4.21

Name of the Work : Supply of manpower for Cleaning and sanitation work from word no. 01 to 16 ,as per the requirement NAC Hindol.

E.M. D : Rs. 10,000/-

Agency : as per Eligibility Criteria.

Period of Contract : Two Year.

Cost of Bid Document : 4,000/-

Available of Paper : Tender Paper will be available in www.hindolnac.in and www.dhenkanal.nic.in from 15.04.2021 to 26.04.2021.

Last date of receipt of Bid : 26.04.2021, 01.00 P.M

Date of Opening of Bid : 27.04.2021, 10.00 A.M.


Executive Officer
NAC Hindol

General Term and condition:

1. The Bidders are required to inspect the entire geographical area of NAC, Hindol and quote their rate of the 60 nos.(aprox.) of manpower(55 nos. unskilled, 01 nos. semiskilled, 03 nos. skilled, 01 no. of high skilled)
2. The Cleaning of road including lanes and by lanes will be done twice a day from 5.00 A.M to 10.00 A.M and 3.00 P.M to 6.00 P.M as per the direction of sanitary inspector/executive Officer.
3. The Agreement make only for Two years then the agreement automatically expire unless extended further by mutual consent of the manpower service provider and the authority.
4. The Agreement may be extended on the same terms and condition or with some addition /deletions/ modifications for a further specified period mutually agreed upon by the man power service provider and the authority.
5. The Manpower service provider shall not be allowed to transfer , assign pledge or sub contract it's right's and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
6. The requirement of man power shall be instructed by the authority as per requirement of worker from time to time during the period of initial contract as per agreement.
7. The man power service provider will be bound by the details furnished to the authority while submitting the tender or at subsequent stage it should be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the agreement.
8. The Authority also reserves the right to terminate the agreement during initial period after giving 15 days advance notice to the Man Power Service Provider.
9. The man power service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department.
10. The Office concerned shall in no way be liable for financial liability in respect of manpower service deployed. It will be the responsibility of Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in financial Bid and produce such evidence as may be required by the Department of Office concerned.
11. For all intend and purpose, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The Person deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department of Office concerned.

12. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of dispute relating to person deployed. The Department Authority shall in no way be responsible for settlement of such issues whatsoever. In case the grievance of the deployed person are not attended to by the Manpower Service provider the deployed person can place their grievance before a joint Committee consisting of a representative of the Department Office concerned and an authorized representative of the Manpower Service Provider.
13. The Department shall not be responsible for any financial Loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties or for payment towards any compensation.
14. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to perks and other facilities admissible to regular/confirmed employees during the current or after expiry of the Agreement.
15. In case of termination of the Agreement or its expiry otherwise the person deployed by the manpower service provider shall not be entitled to and shall have not claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with Office under the provision of the Rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
17. The bids with nill or very low service charge can be treated as Non responsive Bid. The bidder should have quote service charge less than one percent will be considered as an unresponsive bid and such bid should not be considered.
18. In case of two bidders offered the same percentage of service charge, then the bidder having special training certificate and similar nature experience will be referenced for work order.
19. The Manpower Service Provider must be registered with the concerned Govt. Authority i.e. Labour Commissioner, Provident Fund Authority and a copy of registration should be submitted. The Manpower Service Provider shall comply with all legal requirement for obtaining License under contract labor (Regulation and Abolition) Act. 1970 if any, at his own part and cost.
20. The Manpower Service Provider shall provide substitute manpower well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The Payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contribution towards Provident Fund, whatever applicable.
21. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the District. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

23. The Persons deployed shall during the course of their work be privy of certain qualified documents and information which they are not supposed to divulge to third parties. In view of this they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider liable for penal action under the applicable laws beside action for breach of contract.
24. The Manpower Service Provider shall be responsible for compliance of all statutory provision relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the department. The Department shall have no liability in this regard.
25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the concerned tax collection authority from time to time as per rules and regulation in the matter. Attested Xerox copies of such documents shall be furnished to the Department as and when required.
26. The Manpower Service Provider shall maintain all statutory register under the Law and shall produce the same on demand to the authority of the department or any authority under Law.
27. In case the Manpower Service Provider fail to comply with any liability under appropriate law and as the result thereof The Department is put to any loss / obligation , monetary or otherwise the Department will be entitled to get itself reimbursed out of the outstanding bill or the performance Security deposit of the Manpower Service Provider to the extent of the loss or obligation in monetary terms.
28. The agreement is liable to be terminated because of non performance , deviation of term and conditions of contract, nonpayment of remuneration of employed persons The department will have no liability towards nonpayment of remuneration to the person employed by the Manpower Service Provider. If any loss or damage is caused to the Department by the persons deployed , the same shall be recovered from the unpaid bills or adjusted from the Security deposit.
29. In case the work on a particular day during inspection by Municipality Officials is not found satisfactory, deductions in the payable bill of the agency will be made and the amount to be deducted will be solely at the discretion of the Authority.
30. The Bidder should deploy 67% Male and 33% Female sanitation worker out of the total sanitation workers engaged.
31. The age constraint of the sanitation workers should be as per the Govt. of Odisha norms.
32. The Sanitation worker supplied by the bidder to this ULB shall not be allowed to work in other organization of Govt. or private in any circumstances and cannot be performed their work in 2 organization at a time.

SCOPE OF WORK:

1. Sweeping& Cleaning of the Streets and Door to Door collection etc.:
The entire geographical area of ward should remain always clean i.e. throughout the day. The solid wastes are to be collected from various sources of its generation throughout the area. Solid wastes shall have to be collected from all identified road sides, dustbins/garbage bins placed within the specified area, from market places including commercial / industrial / institutional units and from bins placed by various commercial units. Solid wastes also include dead animals including road sweepings. Active participation in Door-to-Door and mass awareness campaign / public education about SW Management Rules and guidelines issued by Govt. agencies / Municipality etc. has to be adhered by the bidder.
2. Cutting of bushes & cleaning of drains:
The bushes & shrubs from roadside berms & conservancy lanes are to be cleaned by the agency. The roadside drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid choking of the drains. The executing agency after daily collection shall have to ensure complete removal of entire solid wastes from the specified areas to the full satisfaction of the officer-in-charge of NAC Hindol and in case the agency does not comply to the instructions of the officer-in-charge of NAC Hindol may engage any other agency for removal of such solid wastes which has not been collected by the executing agency and in such case; the cost of collection and removal through the other agency shall be recovered from the bills of the original executing agency. The officer-in-charge from NAC shall indicate a particular timing during a day (Preferably during the night time) when no solid wastes of any kind should be available in the area at the said time. The executing agency shall provide all necessary labour and other necessary T & P articles including safety devices for the health and safety of the laborers engaged as may be required for the job and as per direction of the Officer-in-charge. Cleaning of all surface drains and its culverts of specified area at least 4 times a year thoroughly and once in a week occasionally if required to keep the drains out of silt and garbage. Segregation and transportation of drain silt and garbage to final disposal / processing site. In case of non-compliance of above by the executing agency, NAC reserves the right to close the contract any time within the specified period of contract with one month notice served to the agency from NAC.
3. Transportation of solid wastes:
The solid wastes collected from different places inside the specified area shall have to be suitably loaded into

transporting vehicles such as tractors as per requirement and shall have to be transported to the different MCC/MRF/ approved dumping yards identified by the Officer-in-Charge of NAC, and the solid wastes will be unloaded by the agency at these sites.

FINANCIAL

1. The technical Bid should be accompanied with Paper cost (nonrefundable) without Paper Cost of Rs.4,000/- in from of Demand Draft /Pay order drawn in favour of Executive Officer Hindol NAC payable at Hindol. **Failing which the tender shall be rejected out rightly .**
2. The technical Bid should be accompanied with Earnest money Deposit (EMD) refundable without earnest of Rs.10,000/- in from of Demand Draft /Pay order drawn in favour of Executive Officer Hindol NAC payable at Hindol. **Failing which the tender shall be rejected out rightly .**
3. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (second competitive stage) shall be returned to them without any interest. In case of successful tenderer **if the agency fail to deploy the required manpower against the initial requirement within 10 (ten) days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
4. The Successful tenderer will have to deposit a security deposit of Rs. 1, 00,000/- (Rupees One lakh only made in the name of Agency but hypothecated to the Executive Officer, Hindol NAC covering the period of contract. In case the contract is further extended beyond the initial period the FDR will have to be accordingly renewed by the successful tender.
5. In case of breach of any term and condition attached to this agreement Earnest Money deposit of Manpower Service provider shall be liable to be forfeited besides annulment of the agreement.
6. The Manpower Service provider shall raise the bill in triplicate along with attendance sheet duly verified by the department or Office concerned in respect of the persons deployed and submit the same to prescribed authority in the first week of the successive month .
7. The Service provider has to deposit the EPF of the wage month in the same wage month bill. The claim in Bill regarding EPF should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished at the discretion of the Department of Office Concerned.
8. The amount of penalty calculated @ 100/- per day on account of delay , if any in providing a suitable substitute for the period beyond three working days by the Manpower Service provider shall be deducted from its monthly bills in the succeeding month

The Authority reserve the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

9. In the event of any dispute arising in respect of the clause of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for this decision and same shall be binding on all parties.
10. All dispute shall be under the jurisdiction of the Court at the place where the Head quarters of the Authority, who has executed the agreement is located.
11. The Successful bidder will enter into a agreement with this NAC for supply of suitable and qualified manpower as per requirement of this NAC on the above terms and conditions.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The manpower service provider should fulfill the following technical specifications:

- a) The bidder should have contractor's registration certificate.
- b) They should have at least three years experience in providing similar nature work to ULBs.
- c) They should have their own Bank Account.
- d) They should have labour license for minimum 100 manpower.
- e) They should be registered with ISO 9001.
- f) They should be registered with appropriate authorities under Employees Provident Fund with minimum 100 manpower(Copy of latest challan)
- g) Copy of the I.T. Return filed for the last three financial years.
- h) Minimum annual average turnover of the bidder shall be INR 1.5 Crore or more during the last 3 financial years i.e., 2017-18, 2018-19 & 2019-20. Bidder must submit the Audited Balance Sheets of the last three financial years must be submitted in support.
- i) The agency should have not less than 10 years in business.
- j) They should be registered with PAN.
- k) They should be registration certificate of GST with latest Return.
- l) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
- m) Copy of Municipal Solid Waste Management Training Certificate and Sanitary Inspector training certificate should provide if available.

APPLICATION – TECHNICAL BID

For Providing Manpower Services to Hindol NAC

1. Name of tendering Manpower Service Provider _____
2. Details of Earnest Money Deposit : DD No _____ Date _____ of
_____ Drawn on Bank _____
3. Name of Proprietor/Partner/Director. _____

4. Full Address of Registered Office _____

Telephone No _____
FAX No _____
E-Mail Address: _____

5. Full Address of Operating/
Branch Office _____

Telephone No _____
FAX No _____
E-Mail Address _____

6. Name & telephone No of
Authorised officer/person to
Liaise with field officer(s) _____

7. Banker of the Manpower
Service Provider (attach certificate
Copy of statement of a/c for the
last three years) _____
Telephone No of Banker _____

8. PAN
(Attach attested copy) _____

9. GST No. (attach attested copy) _____

10. E.P.F. Registration No.
(Attach attested copy) _____

11. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years.

Financial year	Amount (in Lakh)	Remarks, if any
2017-18		
2018-19		
2019-20		

12. Additional information, if any.

(Attach separate sheet if space provided is insufficient)

13. Give details of the major similar contracts handled by the tendering Manpower Service Provider in the following format.(if the space provided is insufficient, a separate sheet may be attached)

Sl. No	Name of client address ,telephone & FAX No	Manpower services provided		Amount of contract(in Lakh)	Duration of contract	
		Type of manpower provided	No		From	To

14. Additional information. If any (Attach separate sheet, if required)

Date

Place

Signature of the authorized person

Name

Seal

DECLARATION

1. I, _____ Son / Daughter / Wife of Sri

Proprietor / Director / Authorized signatory of the Service Provider, mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we / am / are well aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date

Signature of the authorized person

Place

Full Name

Seal

APPLICATION – FINANCIAL BID

For providing tendering Manpower Assistance to Hindol NAC.

1. Name of tendering Manpower Service Provider.
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	Basic Amount as per labour Act.	EPF	ESI	Other statutory dues	Service Charges	Total Per Person Per Day
1	Unskilled						
2	Semiskilled						
3	Skilled						
4	High skilled						

N.B.

- Minimum take home remuneration per person should not be below the minimum wages as per labour Act.
- No bifurcation of Take Home Remuneration is allowed.

Date

Place

Signature of the authorized person

Full Name

Seal

Notes:-

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid
2. Attested copy of registration of agency.
3. Certified copy of the statement of bank of agency for the last three years.
4. Attested copy of PAN.
5. Attested copy of GST clearance up to date.
6. Attested copy of latest IT return filed by agency.
7. Attested copy of the valid E.P.F and E.S.I registration certificate.
8. Valid labour license under contract labour(Regulation & abolition) Act,1970 (Minimum 100 labours).
9. Certified documents in support of the Financial turnover of the agency
10. Copy of the terms and conditions in Tender Documents with each page duly signed and sealed by the authorized agent.
11. Authorization Certificate of Agency.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower short listed by agency for deployment in NAC Hindol, containing full details i.e date of birth , marital status, address , educational certificate
2. Bio Data of all person with Passport size Photograph
3. Any other document considered relevant.
4. Provide of identity card and apron to each worker by the agency.