



**BID DOCUMENT**  
**FOR PRIVATISATION**  
**OF SANITATION WORKS**  
**HINDOL NAC**  
**DHENKANAL**

Issued against Cash/ Bank Draft / Money Receipt No \_\_\_\_\_ Dt. \_\_\_\_\_

Signature of the Bidder

*[Handwritten Signature]* 29/16/2014

Executive Officer  
Hindol NAC

**OFFICE OF THE NOTIFIED AREA COUNCIL, HINDOL.**  
**Pin – 759022, Dist – Dhenkanal.**  
**Phone No.06732-251052, Fax-06732-251053**  
**Email Id- eohindolnac13@gmail.com**

No. 862

Date. 19/06/2024

**Notice Inviting Tender**

The Executive Officer, Hindol NAC, Dhenkanal invites sealed **Percentage Rate** bids through e-procurement in double cover system (Technical Bid & Financial Bid) for the following works from the intending Partnership Firms registered under Indian partnership Act, 2013/Company registered under companies Act, 2013/Organization registered under the societies registration Act 1860, A Limited Liability Partnership (LLP) registered under the LLP Act, 2008 who is the sincere and dedicated in sanitation service having eligibility criteria as mentioned in technical bid for the execution of work as noted below.

SI No	Name of the Work	Amount put to tender (in Rs.) per annum	Cost of Bid document in Rs.	Class of Contractor	Period of Contract
(1- Column)	(2- Column)	(3- Column)	(4- Column)	(5- Column)	(6- Column)
1	Road sweeping, Cleaning of drains, bush uprooting in ward no 01 to 16 and transportation of road sweeping waste to designated point/wealth centres located around 05 KM distant under Hindol NAC & land filling	1,60,35,084.00	Rs. 10000.00 (Non-Refundable)	Registered under the societies registration Act 1860, A Limited Liability Partnership (LLP) registered under the LLP Act, 2008 (Sanitation work)	One Year

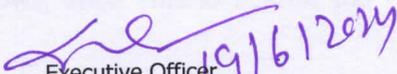
2. Bid documents consisting of contract periods, terms and conditions, the schedule of quantities for monthly (one month) and the set of terms and conditions of contract and other necessary documents can be seen in the Govt. Website i.e. [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in).
3. Bid must be accompanied by the financial instruments towards cost of Tender Documents as mentioned in column-4 in the above table only be received through online payment.
4. The Bid documents will be available in the Govt. Website i.e. [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) from **10.00 A.M.** of dated **20.06.2024** to **5.30 P.M.** of dated **28.06.2024** for online bidding.
5. The bidders must possess compatible **Digital Signature Certificate (DSC)** of class-II or class-III.
6. Bids shall be received only "online" on or before **5.30 P.M.** dated **28.06.2024**.
7. Bids received (Technical) **online** shall be opened at **11.00 AM** on dated **29.06.2023** in the office of the Executive Officer, Hindol NAC, Dhenkanal in presence of bidders who wish to attend. Bidders who will participate in the bid can be witness in the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the date of opening of bids as specified, the bids will be opened on the next working day at the same time and venue.
8. Other details can be seen in the bidding documents.
9. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

10. As per the Works Department Letter No 5984/Dtd. 27.04.2021, it is hereby decided that, no Provisions regarding Bid Security should be kept in the Bid Documents and only provision for "**Bid Security Declaration**" should be kept.

  
Executive Officer  
Hindol NAC 19/6/2024

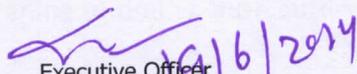
Memo No. 863 /Dtd. 19/06/ .2024

Copy submitted to the Director, Information and Public Relation Deptt. Govt. of Odisha, Bhubaneswar for favour of kind information with a request of one time publication in one Daily Odia & English News Paper within a minimum space at the I & P.R. rate on or before 20.06.2024 for the information of the general public.

  
Executive Officer  
Hindol NAC 19/6/2024

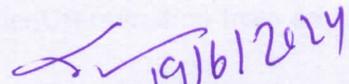
Memo No. 864 /Dtd. 19/06/ .2024

Copy submitted to the District Information and Public Relation Officer (DIPRO), Dhenkanal for favour of your kind information and necessary action.

  
Executive Officer  
Hindol NAC 19/6/2024

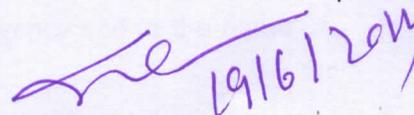
Memo No. 865 /Dtd. 19/06/2024

Copy submitted to the Collector & District Magistrate, Dhenkanal/Sub-Collector, Hindol/PD, DRDA-cum-PD, DUDA, Dhenkanal/Executive Engineer, N.H. Division, Dhenkanal/Executive Engineer, R & B, Division, Dhenkanal/ Tahasildar, Hindol for information with a request to display the quotation call notice in their respective notice board for wide publication.

  
Executive Officer  
Hindol NAC 19/6/2024

Memo No. 866 /Dtd. 19/06/2024

Copy to the Office Notice Board for information of General Public.

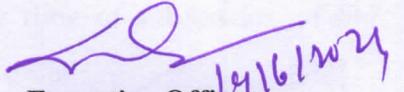
  
Executive Officer  
Hindol NAC 19/6/2024

**Eligibility criteria:**

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

1. The bidder must be a registered Firm/Company/Organization/NGO or must be registered under Partnership Firms registered under Indian partnership Act 2013/Company registered under companies Act 2013/Organization registered under the societies registration Act 1860, A Limited Liability Partnership (LLP) registered under the LLP Act, 2008 should submit the registration certificate.
2. Consortium is not allowed.
3. Cost of Bid Document of Rs.10,000.00 must be in the shape of Demand Draft.
4. EMD as 1 % of the annual estimated value in shape of DD from any nationalized bank.
5. Credibility & experience certificate issued from the concerned authority/Employer of a Govt. /ULB/PSU of repute at least for 03 ( Three years ) under whom the work is done for performing the similar nature of work i.e. sweeping of roads, cleaning of drains, bush cutting and transportation of MSW.
6. Single work completion certificate at least of Rs.1Cr (One Crore) within last three years of similar nature of work.
7. EPF Registration Certificate
8. ESI Registration Certificate
9. Copy of valid Labour Contract License for at least 100 no's of persons for similar nature of work.
10. PAN Card.
11. GST Registration Certificate and up to date clearance.
12. IT Return for the last 3 years.
13. Audited Balance sheet last 3 financial years i.e.2020-21, 2021-22, 2022-23
14. The bidder should not have any record of past blacklisting/debarment/termination from any Central Govt. /State Govt. /any ULBs/Govt. organizations/PSUs.
15. The bidder should not be blacklisted/ debarred from any central govt. /state govt. /any ULBs/Govt. organizations/PSUs in last 5 years. The bidder has to submit an affidavit duly notarized in this aspect.
16. No criminal case/ proceeding are pending against organization / agency and in the name of owner. It should be notarized.

Signature of the Bidder

  
Executive Officer  
Hindol NAC

## **Scope of Work**

### **(1) Sweeping of Roads:**

The entire geographical area of ward should remain always clean i.e. throughout the day. The solid wastes generated during road sweeping must be collected separately i.e. wet & dry waste in partitioned bin.

- a. Sweeping of the entire ward area both road and road sides. During sweeping in market area, water must be sprinkle to avoid dust.
- b. Night sweeping in main road & market area must be ensured in daily basis.
- c. Dust deposited in the berm of road must be cleaned twice in a week & to be lifted in designated landfill site.
- d. Lifting of garbages from all NAC temporary/primary collection point to the nearest wealth centre.
- e. Lifting of Garbages from market places including commercial/industrial institutional units.
- f. Lifting of dead animals and carcasses
- g. All NAC drains including earthen drains should be cleaned and waste including silt deposition should be lifted out side.
- h. Removal of dust and sand lying on the roads must be ensured in daily basis.
- i. Affixing service provider's name, ward supervisor's name & their contact nos. in conspicuous places inside the wards so as to redress the complains of the public without any delay.

### **(2) Cutting of Road side Bushes:**

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

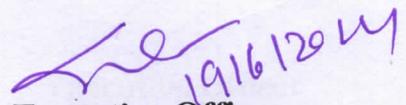
### **(3) Cleaning of Drains & Transportation of solid waste:**

The road side drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid chocking of the drains & the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side & temporary collection points identified by Hindol NAC from which daily lifting is to be made to the temporary dumping point by the agency.

All types of solid wastes collected from different places are to be ensured separately at the identified primary collection point of the NAC. Thereafter, the same is to be suitably loaded in to transporting vehicles with green covered such as truck/mini truck/tractors as per requirements and shall have to be transported to the designated point/wealth centre identified by the NAC and will be unloaded systematically by the agency as per direction of the officer in-charge of the NAC. The cost of transportation should be included by the cost of labourers for loading and unloading of solid waste in to the vehicles and the wages of the drivers/helpers attached to the vehicles. In no case, solid wastes generated on a day shall not remain in the area for more than 24 hours.

The bidder must be given an undertaking towards execution of transportation of waste as per the estimate prepared by the authority for each package at the time of submission of bid documents.

**Signature of the Bidder**

  
**Executive Officer**  
**Hindol NAC**

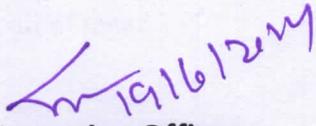
**(4) Service delivery performance Criteria:**

The performance monitoring and evaluation of service delivery has been institutionalized through Service Level Benchmarking and the purpose and objective of the assignment should be to Improve and achieve the National Level Benchmark. With this target as well as the underlying constraints in mind the operator has to achieve the following performance levels.

<b>Parameter Description</b>	<b>Minimum Achievement Target</b>	<b>Actual monthly Achievement</b>	<b>Non Compliance Penalty</b>
Street Sweeping	95% coverage	Total road length in the service area.	0.5% of monthly bill for every 5% short fall or part thereof.
Drain Cleaning	95%	Total drain cleaning covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Bush cutting , De weeding	95% coverage	Total bush cutting, uprooting & de weeding covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Complain Redresses	90% within 24 hrs	During the month total no. of Complaint redressed within 24 hrs. Total Complain received during the month.	0.5% of monthly bill for every 5% short fall or part thereof.

1. The service provider in close coordination with employer shall undertake sample survey to access the extent of waste generated. Secondary data from employers past experience can be referred to conclude the assessment. The sample should comprise of all Income groups equally spread over the service area and stretched over a period of lime, lo give a fair average.
2. A detail performance monitoring, reporting and evaluation system shall have to be developed in consultation with to employer. The broad outline of the computation procedure is provided in the table above.

**Signature of the Bidder**

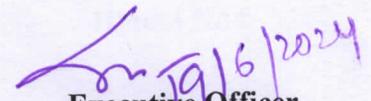
  
**Executive Officer**  
**Hindol NAC**

## **General Terms and Conditions:**

1. The Bidder is expected to examine all the instructions, terms and specifications in the bid document. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at bidder's risk and result in rejection of bid.
2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for executing Sanitation Work under Hindol NAC" & "Financial Bid for executing Sanitation Work under Hindol NAC". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Hindol NAC".
3. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labor charges conservancy material for sweeping, bush cutting, drain cleaning, including lifting of MSW and other miscellaneous expenditures as may be required such as T&P charges. O.H charges are mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the agency as per direction of officer-in-charges.
4. The bidder must have appropriate resource, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. This bid is meant for carrying out of the work for a period of one year which can extendable upto two more year after satisfactory completion and mutual discussion between the Authority and the service provider each year.
6. The Hindol NAC shall have the right to terminate the contract on the ground for improper performance and violation of the terms and the contract without assigning any reason by giving 30 days prior notice.
7. The conditional and incomplete bid is liable for rejection
8. Letter of authorization for representing the firm / entrepreneur /Agency / NGOs and to sign the bid document should be enclosed along with the bid document.
9. Bids containing overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
10. The bidders shall sign every page of the tender documents and submit all of them.
  
11. The bidders should quote rates both in figures and in words, wherever if there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.

12. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the EMD will be forfeited.
13. The Agency/Organization shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this agreement to any other agency or organization.
14. The Agency/Organization shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal service could be availed without any disruption.
15. For all intents and purposes the agency shall be the employer within the meaning of different rules and act in respect of work assigned. The person deployed in this work by the agency shall not claim what so ever like employer and employee's relationship.
16. The agency/organization shall be solely responsible for re-dressal of grievance.
17. The NAC shall not be responsible for any financial loss or any injury or death of any person deployed by the agency during working place or non-working hour also.
18. The jhadu, jhudi etc will be provided by the agency and the push cart, tricycle, wheel barrow will be provided by NAC.
19. The Agency/Organization will provide uniform/ID card and all type of safety articles like Mask, gloves, soap, gun boot, sanitizer and etc. to their deployed staff at their own cost.
20. Since this is a Sanitation work, no GST is payable.
21. After completion of each month, the total bill in duplicate will be submitted by the agency to the Authority in 1<sup>st</sup> week of the next month.
22. Whenever the Govt. of Odisha will enhance the rate of minimum wages, then the Authority shall pay the enhanced amount to the agency /Organization from the day effect to.
23. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per the law inside the jurisdiction of Dhenkanal.
24. Earnest Money Deposit : @ 1% of the Annual estimated cost.
25. Security Deposit: Successful bidder has to deposit Rs. 4.0 Lakhs in shape of Fixed Deposit/Bank Guarantee in favour of "The Executive Officer, Hindol NAC" after award of work.

**Signature of the Bidder**

  
**Executive Officer**  
**Hindol NAC**

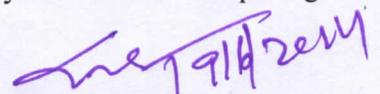
**CRITERIA FOR EVALUATION**  
**Evaluation of Technical Proposals**

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

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark			
1	Years of Experience in handling MSW in Municipal Corporation / Municipal Council Area/Any Organisation (to be determined from the work order / contract copies/Experience Certificate )	20	<ul style="list-style-type: none"> <li>• 0 - 5 Years : 10 marks</li> <li>• 5 - 10 Years : 20 marks</li> </ul>			
2	Service rendered for particular number's of year and number of population under SWM in single ULB/ Organisation under single contract package or multiple contract packages in any state of India. (to be determined from the work order / contract copies/Experience Certificate )	15	Years	0 years to 2 years	2 years to 3 years	>3 years
			Population			
			75,000 to < 1,50,000	4	6	8
			1,50,000 to < 3,00,000	6	8	10
			>3,00,000	10	12	15
3	Experience in handling ULBs/ Organisation in similar nature of work with strength of sweepers in single work order (To be determined from Work order Only)	15	<ul style="list-style-type: none"> <li>• <math>\geq 50 &lt; 150</math> : 5 marks</li> <li>• <math>\geq 150 &lt; 250</math> : 10 marks</li> <li>• <math>\geq 250</math> : 15 marks</li> </ul>			
4	Annual Average Turnover (2020-21, 2021-22 & 2022-23)	15	<ul style="list-style-type: none"> <li>• 3 - 10 Crore : 5 marks</li> <li>• 10 - 15 Crore : 10 marks</li> <li>• &gt; 15 Crore : 15 marks</li> </ul>			
5	Any Awards or Commendations from MSW Projects	15	<ul style="list-style-type: none"> <li>• If No : 0 marks</li> <li>• If Yes : 15 marks</li> </ul>			
6	Work Plan Presentation	20	<ul style="list-style-type: none"> <li>• Presentation of the work plan through PPT not more than 10-15 minutes</li> <li>• Total marks : 20 marks</li> </ul>			

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 50 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

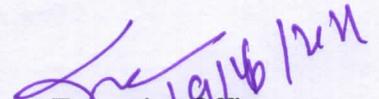
Signature of the Bidder

  
Executive Officer  
Hindol NAC

**Important point for Bidders**

In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in the case two bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contract. However, if both the technical marks and quoted rate in the financial bid of the bidders will be same, then in that case, the selection of the tender shall be decided on the basis of following evaluation procedure. That is Transparency lottery system can be adopted for the selection.

**Signature of the Bidder**

  
**Executive Officer  
Hindol NAC**

**CHECK LIST**

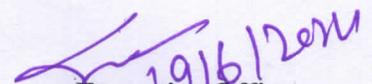
Sl. No	List of Document	Details of document Submitted Yes/No	Page No.
1	Bid document cost of Rs.10000.00		
2	EMD @ 1% of the total annual quoted value.		
3	Credibility & experience certificate for at least 3 years.		
4	Average annual financial turnover for similar nature of work to the tune of more than Rs.01 Crore (One crore) during last 3 financial years and submit the Audit report.		
5	Registration certificate.		
6	EPF Registration Certificate.		
7	ESI Registration Certificate.		
8	Labour Contract License.		
9	Work completion certificate.		
10	PAN Card.		
11	GST Registration Certificate and up to date clearance.		
12	An Affidavit regarding not Blacklisting/Debarred from Tender Inviting Authority or any ULB across State Govt. or from any State Govt./Govt. of India Organization		
13	IT returns for the last 3 years.		
14	Audit Report for last 3 financial years i.e. 2020-21, 2021-22 & 2022-23		
15	No criminal case/ proceeding is pending against organization / agency and in the name of owner. It should be Notarized.		

Name of Firm / Company/Organization:-

Address :-

Contact No. :-

Signature of the Bidder

  
Executive Officer  
Hindol NAC

## DECLARATION BY THE TENDERER

1. I/We have visited the site and have fully been acquainted myself with the local situation regarding materials, labour and the factors pertaining to the work for completion in all respect before submitting the tender.
2. I/We have carefully studied the conditions of the contract specification and other documents of this work and agreed to execute the same accordingly.
3. I/We solemnly pledge that I/We shall be sincere in discharging my /our duties as responsible executant and complete the work within the prescribed time limit. I/We shall submit detailed sanitation programme with target dates for various items of works keeping in view the time limit and shall accordingly arrange for necessary labours, punctually. In case there are any deviations from the sanitation programme, I/We shall abide by the decision of the Officer-in-charge for revision of the programme and shall arrange for labours to maintain the sanitation work.
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the sanitation work.
5. No one my /our relative is/are working in this office.
6. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information found to be incorrect in future, the Department has the liberty to take any action as deemed fit.
7. I/We shall abide by the decision of the Executive Officer, Hindol NAC for effectiveness of the sanitation programme and the instructions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.

**Signature of the Bidder**



**Executive Officer  
Hindol NAC**