

**NOTICE INVITING TENDER**

Sealed tenders are invited in two bid systems (Technical and Financial bid) from the intending registered firms/ Regd. NGOs/Regd. Organizations /Regd. Manpower service providers/Contractors desiring for cleaning and sanitation work from ward No. 01 to ward No.09 of Paralakhemundi Municipality which includes road sweeping, cleaning of drains, bush cutting, door to door collection of Solid waste in Segregated manner and lifting of garbage to identified located micro composting points of Paralakhemundi Municipality within 5 K.M lead by engaging 3 (Three) numbers of tractors with drivers.

The tenders shall be prepared and submitted separately in sealed envelopes in two parts, Part I and Part II clearly indicating on the cover Part-I (Technical bid) and Part-2 (Financial Bid). The tenderer should super scribe on the top of the third Envelop "Quotation for Cleaning & Sanitation work from ward No. 01 toward No. 09". The envelope containing Technical bid and Financial bid should super scribe accordingly. The financial bid of those will be opened only who will qualify in technical bid . The date will be intimated by letter/telephone to the party who qualify in technical bid .

The tenderers shall submit their tender which should reach the undersigned on or before date 10.02.2020 by 4.00P.M through speed post/Regd.post only. The technical bid of the tender will be opened on dated 11.02.2020 at 4.00P.M in presence of the tenderer or their authorized agents. The quotation must be accomplished with security deposit of Rs. 1,00,000/- (Rupees One Lakh) only in shape of demand draft payable in favour of Executive Officer, Paralakhemundi Municipality.

Regarding terms and conditions and eligibility of the tender the tender documents will be available with Executive Officer, Paralakhemundi Municipality from date 28.01.2020 to date 10.02.2020 in all working days . The tender documents are to be obtained from Paralakhemundi Municipality on deposit of the non-refundable cost of the tender document amounting to Rs. 10,000/- in favour of Executive Officer, Paralakhemundi Municipality in shape of Demand draft issued from any Nationalized Scheduled Bank payable at Paralakhemundi. Tender documents can also be downloaded from website [www.gajapati.nic.in](http://www.gajapati.nic.in) but it should be accompanied with Demand draft of Rs. 10,000/- (Non -refundable) in the name of Executive Officer, Paralakhemundi Municipality, payable at Paralakhemundi at the time of submission.

*sd/-*  
Executive Officer

Paralakhemundi Municipality.

## DETAILS OF TENDER CALL NOTICE

**Name of the work:-** For providing cleaning and sanitation work in 9 Nos of wards.  
Municipality. i.e from ward No. 01 to ward No. 09 in Paralakhemundi

**E.M.D:-** Rs. 1,00,000.00 (Rupees One Lakh) only in shape of Demand Draft.

**Agency: -** : As per eligibility criteria.

**Period of Contract: -:** One Year.

**Cost of tender document:-** Rs.10,000.00

**Period of sale/download of tender document: -** Date from 28.1.2020 to 10.2.2020 upto  
4.00P.M.

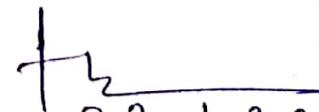
**Last date for receipt of filled in tender  
Document.** :- date 10.2.2020 up to 5.00 P.M

**Place and date of opening  
Of technical bid.** :- Date 11.02.2020 at 4.00 P.M, Office of the Executive  
Officer, Paralakhemundi Municipality.

**Place and date of opening of  
Financial bid.** :- To be intimated to the successful Technical bidder only.

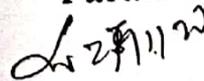
**Officers invited the tender :-** Executive Officer, Paralakhemundi Municipality.

**Likely date for commencement of  
Deployment of man power :-** Date 01.02.2020

  
27-1-2020  
Executive Officer

Paralakhemundi Municipality.

Signature of the tenderer/Agency



**PARALAKHEMUNDI MUNICIPALITY  
HOUSING & URBAN  
DEVELOPMENT DEPARTMENT**

**TENDER DOCUMENT**

**FOR CLEANING & SANITATION WORK FROM**

**WARD NO.01 to WARD NO.09**

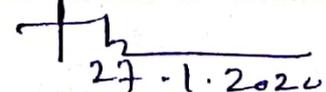
## **Scope of work:-**

1. Collection of Segregated (Dry waste & Wet waste separately solid waste from door to door and sweeping of all road, lanes, bi-lanes are to be done daily.
2. The drains should be cleaned and desilted regularly.
3. Disinfection such as Bleaching powder/Mosquito oil should be sprayed supplied by the Municipality.
4. Garbage shall be collected from door to door, dwelling houses, Nursing homes, hotels, business establishments by using TATA Ace/ Mahindra vehicle with separated for collection of wet garbage and dry garbage and shall be lifted and transported to the suitable location/ MCC(Micro Compost Centre) centre of Paralakhemundi Municipality within 5.K.M lead by 03 Nos Tata Ace/Mahindra vehicles with partition to transfer wet waste & Dry waste separately with drivers to be engaged by the agency at his own cost .
5. The bushes and shrubs from the road side berms are to be cleaned. The road side drains are also to be cleaned as per direction of Jamadaar/Saitary Inspector and the Executive Officer fo Paralakhemundi Municipality.

## **Technical Eligibility Criteria:-**

The technical bid shall be accompanied with self attested photo copies of the following requisite documents failing which the bids shall be rejected out rightly and will not be considered further.

1. Registration certificate of the applicants organization.
2. Valid license for providing man power services from appropriate authority of the State/ Central govt.
3. Copies of the ESI registration certificates and month wise ESI challan for minimum 100 numbers of workers for the last 1(one) year.
4. Copies of the EPF registration certificates and month wise EPF challan for minimum 100 numbers of workers for the last 1(one) year.
5. Copies of IT return for the assessment year 2016-2017,2017-2018&2018-2019.
6. Copies of the service tax registration certificate.
7. Security deposit of Rs.1,00,000/- (Rupees One Lakhs) in shape of DD payable in favour of Executive Officer, Paralakhemundi Municipality.
8. Tender document cost of Rs.10,000/- in shape of DD payable in favour of Executive Officer, Paralakhemundi Municipality.
9. An affidavit mentioning that He/ She/ Firm/ Company etc is not blacklisted by any Govt. organization / undertaking or criminal or vigilance case is pending.
10. PAN card and GST certificate.
11. Credibility and Experience certificate issued from concerned authority / employer from a Govt./ULB/PSU of at least 2 to 3 years under whom the work is done for performing the similar nature of work i.e: sweeping of streets & cleaning of drains.

  
27.1.2020

**Executive Officer,**

**Paralakhemundi Municipality.**

Signature of the Tenderer/ Agency.

## General Terms & Conditions:-

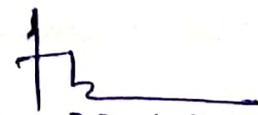
1. 100 (One hundred) labourers i.e: sweepers and scavengers are to be deployed everyday for sweeping, drain cleaning, door-to-door collection, lifting & transportation of solid waste to the dumping site within 5 K.M lead.
2. 3 (Three) number of supervisors are to be engaged for the supervision of work done by the 100 persons.
3. 3 (Three) numbers of Tata Ace/Mahindra vehicles with partition for keeping Dry waste & wet waste separately are to be deployed everyday for transportation of solid waste to the MCC Site/Suitable locations of Paralakhemundi Municipality within 5 K.M lead by the agency.
4. The tenderer should quote the rate per month including EPF, ESI as applicable. The EPF and ESI amount will be paid on production of original deposit challans. The service/ supervision charges shall be mentioned separately.
5. The tender document shall be sent by Regd. Post / Speed Post. The sealed tenders should be reached to the undersigned on or before dt 10.02.2020 by 5.00 pm. The undersigned will not be responsible for delayed receipt.
6. The lowest tenderer is to execute the agreement on receipt of work order with certain terms and condition for a period of three months. If the performance is found satisfactory, the work order will be extended for a period of one year.
7. The municipality will provide vehicles i.e.: wheel barrow / Push cart only.
8. The agency will provide 3 (Three) Tata Ace/ Mahindra vehicles including drivers.
9. Cleaning equipments such as Jhadu, Sura, Belcha, Spades, Crow bar, Knife etc will be supplied by the agency.
10. Whenever the Govt. of Odisha will enhance the minimum wages the municipality shall pay the differential amount of enhance wages to the Firm/ Agency/ Organization with respect for the number of labourers engaged.
11. Disinfectant such as Bleaching powder/ Mosquito Oil will be supplied by Municipality.

  
27-1-2020  
Executive Officer,

**Paralakhemundi Municipality.**

Signature of the Tenderer/ Agency.

12. Conditional and incomplete bid is liable of rejection.
13. The bidders shall sign every page of the tender document.
14. The bidders should quote the rate both in figure and in words where ever if there is difference between the rate quoted in figures and words the rate quoted in words is taken as correct.
15. Quoting abnormally low rate/ high rate tender will be rejected.
16. The tender has been invited under two bid system i.e: Technical bid and Financial bid.
17. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.
18. The Authority may terminate the contract at any time on deviation of contract agreement and unsatisfactory performance.
19. The agency may withdraw from contract without any penalty only after completion of three months.
20. If the agency ceases to work at any time within contract period or without prior permission, the security deposit are liable of forfeiture and authority may impose additional penalty as deemed fit.
21. The agency has to engage well trained and physically sound staffs for smooth and timely operation of the process.
22. The manpower so engaged should be well behaved , public friendly and above 18 years of age and not exceeding 60 years.
23. They should not accept tips / bribes / service charges from public in any form for their service provided in SW collection and handling.
24. All workers engaged by the agency should be issued Photo Identity Cards and Specially Designed Uniforms for easy reorganization during duty period.

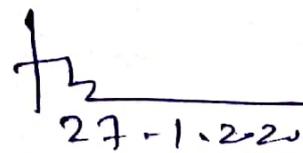


27.1.2020  
Executive Officer,

**Paralakhemundi Municipality.**

Signature of the Tenderer/ Agency.

25. All the workers must be issued with safety gloves and shoes and rain coats for the safety of the workers.
26. The authority may issue special instructions if desired by the district collector or the council body to the agency from time to time for improvement of service and in public interest which the agency has to follow in practice.
27. In case the executants service is not found satisfactory by Municipality, the Municipality shall be at liberty to close the contract with a single one month notice served by Municipality to the executants.
28. In case of any dispute arising out of the contract the matter shall be decided as per law inside the jurisdiction of Paralakhemundi.
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 council will decide the amount of deduction basing on the report of Executive Officer or Health Officer.
30. The successful bidder shall execute the Agreement within Two Weeks of the issue of LoA or within such further time as the authority may agree to in its sole discretion.
31. In any urgent work became necessary to be executed, if the agency is unable and unwilling at once to carry out, the same may be executed by engaging other person and deduction the entire amount from the agency on the payable amount to him.
32. The agency shall take every precaution not to damage or injury property of any person. In case of any accidently death of the labourers or damage the Municipality does not take any responsibility in this matter.
33. The minimum wage act should be followed by the agency.



27-1-22

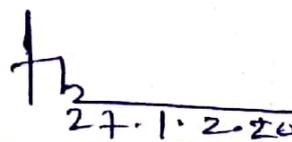
**Executive Officer,  
Paralakhemundi Municipality.**

Signature of the Tenderer/ Agency.

# FINANCIAL BID

## Rate to be Quoted for One Month

1. Sweepers & Scavengers 100 Nos @ Rs \_\_\_\_\_/day  
For 26 days (No of working days per month)  
= 26 x @ Rs \_\_\_\_\_/ perday/Each Rs. \_\_\_\_\_  
For 100 Nos/per month Rs. \_\_\_\_\_
2. Supervisor for monitoring and supervision of  
Sanitation work to be done by sweeper & scavenger  
= 3 Nos  
for 1 supervisor per one month :  
For 3 supervisors 3 x Rs. \_\_\_\_\_per/ Month : Rs. \_\_\_\_\_
3. Add for EPF 13.36% (Over Sl. No. 1 & 2) : Rs. \_\_\_\_\_
4. Add for ESI 4.75% (Over Sl. No. 1 & 2) : Rs. \_\_\_\_\_
5. Providing of 3 (Three) Nos of Tata Ace/Mahindra vehicle with provisions  
For transportation of wet waste & Dry waste separately including driver from  
house holds of wards and to be unloaded  
at the Municipality selected locations/MCC Plant excluding the cost  
of P.O.L. The required diesel and engine oil will be  
provided by municipality as per actual consumption.  
Rate for 1 vehicle with driver per one month: Rs. \_\_\_\_\_  
For 3 Nos vehicles per month = 3 x Rs. \_\_\_\_\_ : Rs. \_\_\_\_\_
6. Service Charges : Rs. \_\_\_\_\_
- Total ( Sl No 1 to 6) : Rs. \_\_\_\_\_  
(Rupees in words \_\_\_\_\_)

  
27.1.2020

Executive Officer,

Paralakhemundi Municipality

Signature of the Tenderer/ Agency.