

OFFICE OF THE MUNICIPAL COUNCIL BHAWANIPATNA

No.....3395

Date.....25/8/2022

TENDER CALL NOTICE

Bhawanipatna Municipality invites sealed Tender in percentage Rate contract basis in Two Bid System (Part-I: Technical Bid and Part-II Financial Bid) from Company/ Trust/ Society/ NGO/ Firms/Agency/ Entrepreneur satisfying the eligibility criteria & having experience to provide the services of manpower for Sanitation and Cleaning work adhering for a period of one year on contract Basis for day-to-day execution of sanitation work under Bhawanipatna Municipality.

The details of the bid document can be downloaded from the district website: [www.kalahandi.nic.in](http://www.kalahandi.nic.in) from Dt. 26.08.2022 10.00 A.M to Dt. 16.09.2022 up to 5.00 P.M. The filled-up bid document will be received up to 5pm on 22.09.2022. The bid must be accompanied with Tender Papers Cost Rs10,000/- (Rupees Ten Thousand) Only & EMD Rs2 Lakhs in shape of demand draft drawn in favour of the "Executive Officer, Bhawanipatna Municipality" payable at Bhawanipatna, failing which the bid shall be outrightly rejected.

The tender shall be received in the Office of the Executive Officer, Bhawanipatna Municipality through Regd. Post & Speed Post only addressed to the "Executive Officer, Bhawanipatna Municipality, Bhawanipatna" on or before Dt. 22.09.2022 Up to 5.00PM. The authority will not be held responsible for the postal delay (if any), in delivery of the documents and non-receipt of the same intime.

The bid Part-I (General & Technical) will be opened at 04.00 PM on 27.09.2022 in presence of the bidder or their authorized representatives only in the conference hall of Bhawanipatna Municipality located at Bhawanipatna. The date of opening of the price bid (Part-II) for the bidders qualifying in the (part-I) bid i.e. Technical bid will be intimated through e-mail after completion of verification of Technical bid.

The DTCN is not an offer is issued with no commitment. Bhawanipatna Municipality reserves the right to amend or withdraw any of the terms and conditions contained in the DTCN document at any stage. Bhawanipatna Municipality also reserves the right to reject any or all bidder if feels necessary at any stage, without giving any notice or assigning any reason thereof. The decision of Bhawanipatna Municipality Authority in this regard shall be final and binding on all.

  
Executive Officer  
Bhawanipatna Municipality

Memo No 3395A

Date 25-8-22

Copy submitted to the PA to the Collector, Kalahandi / PA to the Project Director, DUDA, Kalahandi / PA to the Sub-collector, Bhawanipatna for favour of kind information and for wide publication.

  
Executive Officer  
Bhawanipatna Municipality

Memo No 3395B

Date 25-8-22

Copy to office Notice Board Bhawanipatna Municipality for wide publication.

  
Executive Officer  
Bhawanipatna Municipality

**TENDER DOCUMENT FOR ENGAGEMENT OF LABOUR FOR SANITATION AND CLEANING  
WORKS THROUGH SERVICE PROVIDER**

**BHAWANIPATNA MUNICIPALITY**

**Tender document**

**For providing services of labourer for sanitation and cleaning works by a man power service provider.**

- 1) Period of issue of tender documents: - 26.08.2022 to 16.09.2022
- 2) Last date and time for submission of  
Tender documents: -22.09.2022 up to 5.00 pm
- 3) Cost of tender paper: - Rs.10,000/- (in shape of Demand  
Draft in favour of Executive Officer,  
Bhawanipatna Municipality  
payable at Bhawanipatna.)
- 4) Cost of EMD: - Rs2, 00,000/-(in shape of Demand  
Draft in favour of Executive Officer,  
Bhawanipatna Municipality  
payable at Bhawanipatna.)
- 5) Date Place of opening of: - Bhawanipatna Municipality  
a. Technical bid: - ON 27.09.2022 At 04.00 PM  
b. Financial bids of eligible  
Technical bidders: - It will be intimated through Mail.
- 6) Likely date of commencement of  
Deployment of required manpower: - 15.10.2022

  
Executive Officer  
Bhawanipatna Municipality

## CONTENTS OF TENDER DOCUMENT

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*Balraj Dehury*  
25/8/22  
Executive Officer  
Bhawanipatna Municipality

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. This Municipality has tentative requirement of 250 numbers of Un-skilled labour.
2. The estimated cost of the contract is Rs. **34,70,420.00/-**
3. The interested Manpower Service Provider should submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of 200,000/ (Two Lakhs) and other requisite documents by dt. 22.09.2022 up to 5.00 pm at Bhawanipatna Municipality.
4. 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 Providing Manpower Service to Bhawanipatna Municipality and Financial Bid for Providing Manpower Service to Bhawanipatna Municipality** .Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for Providing Manpower Service to Bhawanipatna Municipality** “
5. The Earnest Money Deposit (EMD) of 200,000/- (Rupees Two Lakhs) only refundable (without interest) should be necessarily accompanied with the Technical Bid of the Service Provider in the form of Demand Draft drawn in favour of Executive Officer, **Bhawanipatna Municipality** payable at **Bhawanipatna Municipality failing which the tender shall be rejected summarily**.
6. The Selected tenderer will have to deposit a **performance Security Deposit of its one month quoted value in shape of Bank draft** drawn in favour of Executive Officer, **Bhawanipatna Municipality**.
7. The tendering Manpower Service Providers are requested to enclose photocopies of the following documents(duly self attested along with the Technical Bid falling which their bids shall be summarily / out rightly rejected and will not be considered any further :
  - a. Registration certificate of the applicant / organization/Agency/Firm/Company.
  - b. Copy of PAN.
  - c. Copy of the IT Return filed for the last three financial years.
  - d. Copy of EPF Registration Certificates.
  - e. Copy of ESI Registration Certificate.
  - f. Copy of Valid Labour license (Minimum 300 Labours)/
  - g. Copy of the Service Tax Registration Certificate clearly mentioning as “ManPower Recruitment Agency”. Service Tax registered with other category will not be accepted.
  - h. Certified extracts of the Bank Account continuing transactions during last three years.
  - i. Authenticate copy regarding deposit of EPF for 300persons.
  - j. Copy of GST Registration certificate.
  - k. Copy of Sub-Commercial License.
  - l. Copy of Creditability and Experience Certificate (At least 3 years of experience in similar nature of work).

  
Executive Officer  
Bhawanipatna Municipality

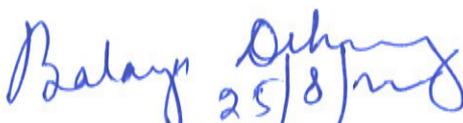
- m. The minimum annual average turnover of the Bidder shall be 1 crore or more during the last three financial year i.e 2019-2020,2020-2021 & 2021-2022.
  - n. Copy of ISO Certificate.
  - o. List of Availability of Sanitation worker,vehicle and equipment.
  - p. Certificate of No relationship.
8. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
9. One local office of the Selected Bidder is to be opened within Bhawanipatna Municipality for receiptand redressal of compliant and grievance of the public and itsworker, if any before issue of work order.
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such case, the tender shall be summarily rejected. However, the cuttings, if any, their technical Bid Application must be initialed by the person authorized to sign the tender bids.

  
25/8/2021  
Executive Officer  
Bhawanipatna Municipality

## TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The Bidder should fulfill the following technical specifications: (All the documents duly self attested along with the Technical Bid falling which their bids shall be summarily / out rightly rejected and will not be considered any further

- a) The registered office of the manpower service should be located within the jurisdiction of Odisha.
- b) Copy of ISO Certificate.
- c) They should be registered with the appropriate registration authority.
- d) Photo copy of PAN.
- e) Tender paper cost of Rs. 10,000 as Demand Draft.
- f) Earnest Money Deposit Rs 200000
- g) Copy of GST Registration certificate.
- h) Photo copy of the IT Return filed for the last three financial years
- i) Photo copy of Valid Labour license (Minimum 300 Labours)
- j) Authenticate copy regarding deposit of EPF for 300persons
- k) They should have at least three years experience in providing manpower to Government Departments, Municipalities/ NAC in similar nature of work.
- l) Copy of Sub-Commercial License.
- m) They should have their own Bank Account.
- n) They should be registered with Service Tax Department.
- o) They should be registered with appropriate authorities under Employees Provident Fund.
- p) They should be registered with appropriate authorities under Employees State Insurance Acts.
- q) The minimum annual average turnover of the Bidder shall be 1crore or more during the last three financial year i.e 2019-2020,2020-2021 & 2021-2022.
- r) List of Availability of Sanitation worker,vehicle and equipment.
- s) Certificate of No relationship.

  
Executive Officer  
Bhawanipatna Municipality

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

**BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN BHAWANIPATNA  
MUNICIPALITY**

1. She /he should be above 18years of age
2. The laborer proposed to be engaged should have experience for perform such duty

  
Executive Officer  
Bhawanipatna Municipality

APPLICATION – TECHNICAL BID

For Providing Manpower Services to Bhawanipatna Municipality

1. Name of tendering Manpower Service Provider:
2. ISO certificate
3. Details of Earnest Money Deposit : DD No \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ (Bank)
4. Tender paper cost : DD No \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ (Bank)
5. Name of Proprietor/Partner/Director : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Full Address of Registered Office: \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

FAX No \_\_\_\_\_

E-Mail Address

7. Full Address of Operating/  
Branch Office

\_\_\_\_\_

Telephone No \_\_\_\_\_

FAX No \_\_\_\_\_

E-Mail Address \_\_\_\_\_

8. Name & telephone No of  
Authorized officer/person to  
Liaise with field officer(s)

*Balraj Singh*  
25/8/20  
Executive Officer  
Bhawanipatna Municipality

9. Banker of the Manpower Service Provider (attach certificate Copy of statement of a/c for The last three years)

Telephone No of Banker \_\_\_\_\_

10. PAN \_\_\_\_\_

11. Service Tax Registration No. \_\_\_\_\_  
(Attach attested copy)

12. E.P.F. Registration No. \_\_\_\_\_  
(Attach attested copy)

13. GST Registration No. \_\_\_\_\_  
(Attach attested copy)

14. Sub-Commercial License \_\_\_\_\_  
(Attach attested copy)

15. E.S.I Registration No. \_\_\_\_\_  
(Attach attested copy)

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

Financial year	Amount (in lakh)	Remarks, if any

17. Additional information, if any.  
(Attach separate sheet if space provided is insufficient)

*Balanga Dey*  
Executive Officer  
Bhawaniatna Municipality

18. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years 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

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

Signature of the authorized person

Name

Seal

Date

Place

**DECLARATION**

1. I, \_\_\_\_\_ Son of Sri \_\_\_\_\_ Proprietor /  
Director /Authorized signatory of the Service Provider, mentioned above am 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.

**Signature of the authorized person**

**Full Name**

**Seal**

**Date**

**Place**

## APPLICATION – FINANCIAL BID

### For providing tendering Manpower Assistance to Bhawanipatna Municipality

1. Name of tendering Manpower Service Provider.

Sl No	Manpower, Vehicle, Equipment and other dues etc.	Total no. of man power, Vehicle and Equipment etc.	Amount Per Day towards wages and all other dues	Total amount per Month
1	2	3	4	5
1	Sweeper/Sweepress			
2	Drivers			
3	Loaders			
4	Vehicle			
5	Fuel and Other Dues etc.			
6	Service Charges and other taxes etc.			
	Grand Total Rs.			

Rupees (in words) \_\_\_\_\_.

- Rate to be Quoted per month inclusive of EPF, ESI, GST and other dues etc.
- 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.
- My quoted rate for the work is \_\_\_\_\_% (Less or Excess) of the project cost per month.

Signature of the authorized person

Full Name

Seal

Date

Place

**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

### Eligibility Criteria

#### 1. Minimum Eligibility Criteria

To participate in the bidding process, the bidder shall meet the minimum technical and financial criteria:

#### 2. LOCAL CONDITIONS

1. It is extremely important for an intending bidder to fully inform it on all local conditions and factors which may have any effect on discharge of the agency's duties and responsibilities as described herein below (Scope of Work).
2. The bidders are advised to visit and examine the city and its surroundings and obtain for themselves on their own cost and responsibility all information that may be necessary for preparing the tender and later, if selected, for discharging the responsibilities of the Agency.
3. The Bhawanipatna Municipality, Bhawanipatna shall not entertain any request for clarification from a (prospective / intending) tender, regarding such local conditions.
4. It is the responsibility of the bidder that city conditions and others such factors have properly been investigated and considered while submitting the bid proposals.
5. The Bidders must note that no claim whatsoever shall be entertained by the Bhawanipatna Municipality nor any financial adjustments arising here from shall be permitted on account of failure of a bidder to appraise itself of local condition.
6. The selected bidder will make all arrangements for smooth & effective execution of the work and management as per need, urgency & in accordance to the direction of the Bhawanipatna Municipality.

  
Executive Officer  
Bhawanipatna Municipality

### 3. Technical Criteria:-

#### GENERAL CRITERIA

1. Should have prior experience in engagement with Govt.sectorlikeMunicipal Corporation, Municipality and other Govt. Office, and public sector Department, and should have adequate man power ,equipment's and vehicles for Sanitation Work. The Proof of experience should be accompanied with the Technical bid of tender document with self attestation.Preference will be given to the experience bidder.
2. Should be registered under the Indian Societies Act/Indian Trust Act/Indian Religious and Charitable Trusts Act/organization not for profit Company under the Companies Act or there levant state Acts for at least five years as on the 31st March2022.The details should be submitted with the technical bid of tender document with self-attestation.
3. Should have valid registrations such as Permanent Account Number (PAN)of the Income Tax Dept. GST Registration Number; Registration No. of the Agency/Firm.EPF,ESI&SubCommercial license.The self-attested photocopy of the above documents should be attached with the technical bid of tender document.
4. Should have valid labor license to be attached with the technical bid(Minimum 300 labors).
5. Should have Creditability and experience certificate (At least 3 years of experience in similar nature of work). The Proof of the same should be accompanied with the Technical bid of tender document.
6. Should have engaged the existing vehicles like JCB/tractors/Mini Truck/compactor etc of this Municipality first and equipments like pusheart, hand Trolley etc as per the requirement for effective transportation of Municipal Solid Waste (MSW) on payment of hire charge as decided by the Municipal Authority. The bidder may engage its own vehicle and equipment as per the requirement.
7. The Tenderers have to deposit the Earnest Money DepositofRs200,000/-inshape of Bank Draft from any bank in favor of the "EXECUTIVE OFFICER, BHAWANIPATNA MUNICIPALITY" payable at Bhawanipatna which is refundable to the unsuccessful Tenderers on written request.
8. TheTenderersmustenclosetheBankDraftAmountingtoRs10,000/-towardsthe costofTenderDocumentsalongwith Bid Documents.

#### 4. ESSENTIALCRITERIA

1. Theintendingbiddermust not have been black listed or placed under funding restriction by any Ministry or Department of the Government of India or CAPART or by a State Government (or its agency).
2. The bidder must have successfully completed atleast three years' experience in similar urban projects.
3. Neither the Head of the Company/ Trust/ Society/ Agency/ NGO/ firms Institution, nor any employee of the Agency etc.,should be either a Govt./Semi Govt. employee or the employee of any Govt.-undertaking in any (casually/ contractually directly or indirectly) form.

  
Executive Officer  
Bhawanipatna Municipality

4. The bidder must submit only the audited financial statements/reports for last three years as the evidence of turn over. Please note that this proof of turnover must be part of the technical proposal and not the financial proposal.
5. Resolution of Executive/Governing committee meeting authorizing the person to sign tender document.
6. One local office of the Selected Bidder is to be opened within Bhawanipatna Municipality for receipt and redressal of any complain and grievance of public as well as its worker before issue of work order.

#### **5. Financial Criteria:**

Min. annual average turnover of the bidders shall be in **Rs. 1 Crore** or more during the last 3 financial years i.e., 2019-20, 2020-2021, 2021-2022.

- a. The bidders need to provide audited statements to support their claim.
- b. Bidder must submit a Proof of registration of the legal entity.
- c. Audited Balance Sheets of the last three financial years must be submitted in support, without which the bid will not be considered. The calculation sheet for average annual turnover shall be certificated by a Chartered Accountant).
- d. Bidder must submit copy of work order and its completion certificates of assignments issued by the client.
- e. The selected Bidder is to pay the wages of its laborer and worker with in 5<sup>th</sup> day of every month to their Bank account and deposit the mandatory dues of its worker like EPF, ESI etc in time to avoid legal complicity.
- f. The payment to the selected Bidder is to be released by this office normally within a month on monthly Basic and production of its monthly requisition bill along with the Bank deposit schedule of wages of its worker , Absentee statement ,EPF,ESI,deposit challan with monthly expenditure statement of the month for which the Agency raise its Bill for payment.
- g. The Selected bidder shall have to deposit one month's accepted quoted value as Security deposit before execution of agreement.
- h. The authority reserves the right to accept or reject any or all the Tender without assigning the reason thereof

Signature of the Tenderer

  
Executive Officer  
Bhawanipatna Municipality  
Bhawanipatna Municipality

TENDER GUIDANCE

OFFICE OF THE MUNICIPAL COUNCIL, BHAWANIPATNA. DIRECTION FOR THE GUIDANCE OF THE TENDERER.

1. All works proposed for execution by contract will be notified in the form of invitation to Tender posted on a board hung up in the office and signed by the Executive Officer. This notice will state the work to be carried out, the items and approximate quantities thereof as well as the date for submitting and opening the Tenders also the amount of earnest money to be deposited and the amount of the security deposit to be deposited by the Selected Tenderers.
2. The amount of earnest money to be deposited Rs.2, 00,000/- in the shape of D.D in favour of the Executive Officer, Bhawanipatna Municipality payable at Bhawanipatna.
3. Any person who submits a Tender shall fill up the usual prescribed printed form stating at what rate he is willing to undertake the item of the work. Incomplete Tender and Tenders which propose any alteration in the work specified in the said form of invitation to Tender , on which contain any other conditions of any sort or omit to note the time within which the work can be finished , or which are not accompanied the required earnest money will be liable for rejection.
4. The Executive Officer in presence of Tender committee will open the Tenders in the presence of any intending Tenderers who may be present at the time and will enter the amounts of the several Tenders in a comparative statement in a suitable form. In the event of a Tender being rejected the earnest money forwarded there with shall there upon be returned to the Tenderers .
5. The authority reserves the right for rejecting any or all the Tenders without assigning the reason thereof.
6. In the event of a Tender being selected for acceptance by the authority, the selected tenderer will be informed accordingly. The selected Tender shall also deposit one month accepted value as security deposit within seven days of receipt of written order before execution of work.
7. The Tenderers have to sign all pages of all documents before submission of tender failing which the offer will be rejected and will not be taken into comparative statement.
8. GST@2% as applicable, IT@1%or2%& Labour Cess@1% will be deducted from the monthly bill of the selected agency.

  
Balraj Singh  
Executive Officer  
Bhawanipatna Municipality

**INSTRUCTION TO TENDERERS& CONTRACT CONDITIONS ETC.**

The Tender shall accompany the following:

1. The detailed Tender Call Notice, Tender documents and financial tender etc. Issued by the Bhawanipatna Municipality in original should be signed by the tenderer in each page.
2. Earnest money to the tune of Rs. 2,00,000/- in shape of demand draft in favour of ***"THE EXECUTIVE OFFICER, BHAWANIPATNA MUNICIPALITY, BHAWANIPATNA"*** should be attached with their offer. The tenders with part EMD or EMD in any other shape shall be liable for outright rejection. Adjustment of EMD from other Tender will not be considered. The earnest money deposit of the unsuccessful tenderer shall be refunded to them after finalization of the Tender and execution of the agreement with the successful tenderer.
3. Valid and up-to-date registration certificate of the tenderer, PAN Card, GST Registration certificate, labour license and no relation certificate etc. either in original/attested true copies should be submitted along with original tender paper duly signed in all pages of documents submitted.
4. Detailed description on the scope of the Tender and specification, contract conditions etc., of the Bhawanipatna Municipality to be signed and to be enclosed to the tenders. Failing which the Tender will be treated as non-responsive and will be rejected outrightly and shall not taken to comparative statement.
5. A statement showing the list of similar work executed so far, specifying the Department/Organisation of whom executed indicating the year of execution and list of similar work in hand certificates duly signed by the concerned head of the institution shall be enclosed. True copies of certificate in support of evidence furnished above shall be enclosed with due attestations. Besides a list of T&P possessed by the tenderer shall be furnished with their offer.
6. The Tenderer shall enclose list of tools, machineries and vehicles owned/leased by him required for the work to complete in all respect. List of adequate personnel to be engaged by the tenderer for smooth execution of work stating the name, qualification, experience etc. to be attached.
7. In the event of acceptance of tender, the tender shall be entered into an agreement with the Bhawanipatna Municipality.
8. The fair wage clause, the accepted Tender, the letter of intent and the specification for execution of contract condition, accepted offer and all other documents if not stated herein but provided in tender schedule & bill of quantities will form a part of the agreement. List of works in hand, list of similar work executed, list of T&P equipment, no relation certificate, and declaration certificate, also will form part of the agreement.
9. GST and all other taxes, duties, fees and other charges required to be paid for execution of the work complete in all respect shall be borne by the tenderer. Escalation from any accounts what so ever in connection with work within the period of actual completion shall not be entertained and shall not be paid by the Bhawanipatna Municipality.
10. No advance payment shall be made on any accounts except payment of monthly bills on production of its requisition bill by the selected Agency with the requisite documents like bank payment schedule of wages of its worker, Absenteestatement, EPF and ESI deposited challan with the monthly expenditure statement.

  
Executive Officer  
Bhawanipatna Municipality

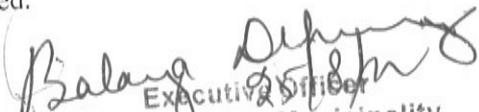
11. The security deposit (including EMD) shall be refunded to the Tenderer after satisfactory completion of the contract period or after annual audit of Bhawanipatna Municipality as will be mutually decided.
12. In case same quoted rate offered by the bidders the local bidder will be given priority.
13. **Interim payment:** A bill shall be submitted by the Tenderer in each month on or before the date fixed by the Executive Officer for all works executed in the previous month, and the Sanitation Expert or his subordinate shall give their requisite certificate for the purpose of having the same verified before the expiry of seven days from the presentation of the bill.
14. **Work to be executed as per specification:** The Tenderer shall execute the whole and every part of the work in the most substantial and workman like manner, and both as regards man power and otherwise in every respect in strict accordance with the specifications. The Tenderer shall also confirm exactly, fully and faithfully to the specifications, conditions and instructions in writing relating to the work assigned by the Executive Officer and lodged to his office, and to which the tenderer shall be entitled to have access at such office, purpose of the inspection during office hour and the tenderer shall, if he so requires be entitled at his own expenses to make or cause to be made copies of the specifications
15. The Tenderer shall bear the entire responsibility under workman compensation act and abide by the fair wage clause and Tenderer's regulation incorporated in the agreement.
16. Technical Proposal shall be placed in a separate sealed envelopes clearly marked as, "TECHNICAL BID FOR EXECUTION OF SANITATION AND CLEANING WORK UNDER BHAWANIPATNA MUNICIPALITY ON PPP MODE" Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked as, "FINANCIAL BID FOR EXECUTION OF SANITATION AND CLEANING WORK UNDER BHAWANIPATNA MUNICIPALITY ON PPP MODE"
17. The two envelopes containing the Technical and Financial Proposals shall be placed in a big envelope and sealed. This big envelope shall be clearly marked as, "BID FOR EXECUTION OF SANITATION AND CLEANING WORK UNDER BHAWANIPATNA MUNICIPALITY ON PPP MODE".
18. The terms and conditions during the contract period shall be considered by the Municipal Authority if the increment in the labour wage as per provision of law.

  
25/8/17  
Executive Officer  
Bhawanipatna Municipality

## General Terms and Conditions

### Instruction to Tenderers

1. The Tenderers are requested to examine the instructions/terms and conditions and specifications given in the tender document carefully before filling up the Tender document and rates should be quoted accordingly.
2. Failure to fulfill the eligibility criteria mentioned in the Tender Call Notice and failure for submission of required documents in all respect shall result the rejection of tender.
3. The Tenderers are requested to make a field visit within the ward mentioned in the Tender Call Notice and to ascertain the no. of the length / width of internal roads and drains to be cleaned for ascertaining the manpower/equipment's & machineries required for the work.
4. The Tenderers shall have to take attendance of the engaged sanitation workers by implementing **Bio- Metric Mechanism System** daily which will be submitted monthly before the office at the time of Payment of monthly bills.
5. One centrally located office within the Bhawanipatna Municipality area along with the separate complain register for each ward will be provided by the selected Bidder,
6. Necessary uniforms/aprons/ personal protective equipment (PPE) with inscription of Bhawanipatna Municipality and identity card with photo should be provided by these selected Tenderer to the sanitation workers for their identification and recognition.
7. Necessary equipment like Booms, Jhadus, Wheel Barrows and others equipments required for Sanitary Works should be provided by this office to the sanitation workers for smooth management of the work.
8. The trolley of the transportation vehicles should be covered with net so that loaded garbage does not fall in the street and to avoid nuisance.
9. The validity of the tender is meant for carrying out the work during the mentioned period of contract only. However, in case of failure to obey the instructions of the authority for due fulfillment of conditions of the agreement and for non-performance of work during the contract period, the agreement will be rescinded without any compensation.
10. Quoting abnormal workable rate or abnormal higher rate will be liable for rejection of the Tender document by the Tender accepting authority.
11. The executing agency shall sign an agreement at the time of awarding sanitation work to keep the city clean and garbage free which will be evaluated in each month, failing which the above work shall attract termination of the contract
12. The conditional and incomplete Tenders are liable for rejection.
13. Letter of authorization for representing the registered firm/ registered company/NGOs and entrepreneur to sign the tender document should be enclosed along with the tender document.
14. Tenders containing overwriting, additions, alternation, erasures obliteration and other discrepancies may not be considered. The Tenderers should properly attest all corrections made by them.
15. The tenderers shall sign every page of the tender documents and submit all of them.
16. The Tenderers should quote rates both in figures and in word. Wherever if there is difference in between the rate quoted in figures and words, the rate quoted in words will be considered.

  
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17. The Tenderer should arrange at his own cost necessary equipments, vehicles, machineries tools and plants etc. required for the efficient execution of the work and the rates quoted should be inclusive of the running charges of such plant and cost of consumables.
18. The Authority can add more terms and conditions if found suitable subsequently in the agreement and the selected tenderer can't made any objection.

  
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### Engagement of Labourer :

1. The Selected Bidder shall not employ for the purpose of this contract any person who is below the age of eighteen years, and shall pay to each labourer or the work done by such laborer, wages not less than the wages paid for, similar work in the neighborhood or fixed by the Government from time to time.
2. The Executive Officer shall have the right to enquire and to decide any complaint alleging that the wages paid by the Agency to any labor for the work done by such laborer is less than the wages paid for similar work to the neighborhood or fixed by the Government from time to time.
3. In case of any complain by the labourer engaged by the Tenderer for the work about non-payment or less payment of wages as per the latest minimum wages Act. The Executive Officer will have the right to investigate and if the Agency is found to be default, he may recover such amount from the Agency and pay such amount to the laborer directly under information to the local Labour Officer of the Govt. The decision of the Executive Officer is final and will be binding on the selected Bidder.
4. The Selected Tenderer shall employ under him one Liaison Officer during the period of execution of work at his own cost. No extra payment shall be paid by the Bhawanipatna Municipality on account of this.
5. The Tenderer has to arrange accommodation, water supply and sanitary arrangement at his own cost for his workers employed and also has to arrange for adequate lighting arrangements for night works whenever necessary at his own cost.
6. The Tenderer will have to submit to the Executive Officer, Bhawanipatna Municipality monthly return of labour both skilled and unskilled labour employed by him on the work.
7. The selected Tenderer must abide by the Act and Rules of Labour Laws applicable to the establishments in engagement for execution of Sanitation and cleaning Work.

*Balraj Singh*  
25/8/20  
Executive Officer  
Bhawanipatna Municipality

### OTHER TERMS AND CONDITIONS

1. The successful tenderer shall execute an agreement in non-judicial stamp paper of Rs.100/- and required no. of cartridge paper with the Municipality and to deposit the required amount of security deposit within seven days before execution of work from the date of receipt of letter of acceptance from the Municipality. In case of failure to execute agreement or failure to deposit the performance security deposit in the stipulated time period the Municipality will be at liberty to reject the tender with forfeiture of earnest money deposit.
2. The EMD furnished by the unsuccessful tenderers will be returned back on application only after the finalization of the tender and execution of agreement with the successful tenderer.
3. The vehicles for transportation of solid wastes must be in good Running condition.
4. The drivers of the vehicles must have valid driving license.
5. The executing agency shall bear the cost of fuel, lubricants, repair and maintenance of the vehicle as well as salary and wages of the drivers and staff engaged in the vehicle.
6. The labor required for loading, unloading, collection and transportation etc. Shall be provided by the executing agency.
7. The agency should be able to deploy as many vehicles as required to transport the entire solid wastes generated within Bhawanipatna Municipality area in a day so that the specified area should be thoroughly cleaned during a particular fixed time along with C&D waste as may be decided by Municipality.
8. In case the agency does not comply to the instruction of Bhawanipatna Municipality, Municipality may engage any other agency for removal of such solid wastes and C&D waste which has not been collected by the executing agency and in such a case, the cost of collection and removal through the other agency shall be recovered from the bills of the original executing agency.
9. The transportation of garbage will be done with due care and the transporting vehicle shall be covered as per norms specified by the pollution control board.
10. The agency has to maintain a register clearly indicating numbers of trips made with vehicles number, time of loading and unloading of arrival and departure as per the direction of office-in- charge of municipality and register may be subject to verifications at any time by any authorized officer of theMunicipality.
11. The bills shall be paid by the municipality on monthly basis as per agreement executed in between.
12. Municipality reserves the right to extend the period of contract if required with mutual consent of Tenderers after closing the contract period.
13. Municipality shall have the right to add/delete any condition to/from the agreement as and when required for smooth management for the sanitation service on mutual discussion.
14. In case the work on a particular day during inspection by municipality by the officials is not found satisfactory, proportionate deduction in the payable bill of the agency will be made. The amount of the deduction will be decided by the Executive Officer, Bhawanipatna Municipality or non-else.
15. The Agency shall furnish a detailed list of manpower and T&P(sweepers, drivers, Vehicles and equipment's etc.) employed in the sanitation and cleaning work after getting the work order. If there is any change of manpower details during the contract period, then the Agency shall update the Municipal Authority.
16. In case of any dispute arising out of the contract, the matter shall be decided as per law within the jurisdiction of Bhawanipatna Municipality.

  
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