



**REQUEST FOR PROPOSAL
FOR SELECTION OF AGENCY
FOR PRIVATISATION
OF SANITATION WORKS
DHAMNAGAR NAC
BHADRAK**

Signature of the Bidder

Sraik
02/10/2024
**Executive Officer
Dhamnagar NAC**



OFFICE OF THE NOTIFIED AREA COUNCIL, DHAMNAGAR

Pin:-756117 (Odisha) Tel.No-06786-236056 / E.Mail: dhamnagar.nac@gmail.com

Letter No: 07 / Date : 02-01-2024

BID DOCUMENTS FOR THE WORK

“FOR PRIVATISATION OF SANITATION WORKS :Road sweeping, cleaning of drains, bush cutting and transportation of road sweeping waste to identified dumping yard /MRF Centre under Dhamnagar NAC& land filling”.

Cost of Bid Document	: Rs.5900.00 vide Demand draft from any Bank
Period of Sale of Bid Document	: Dt 05.01.2024 to Dt 18.01.2024 up to 5.00 P.M
Last Date & Time for Receipt Of Bid Document	: Dt 20.01.2024 up to 5.00 P.M
Date & Time of Opening of Technical Bid Document	: Dt 22.01.2024 At 11.00 A.M
Officer Invited the Bid On behalf of Dhamnagar NAC.	: The Executive Officer
Estimated Cost(Monthly)	: Rs.13,69,723.00
Period of Contract	: 02 (Two) Years
Earnest Money Deposit	: Bid Security Declaration
Security Deposit	:3% of yearly approved amount in shape of Fixed Deposit/Bank Guarantee in favor of “The Executive Officer, Dhamnagar NAC” after award of work.

Staik
02/01/2024
Executive Officer
Dhamnagar NAC

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Memo No: 05 / Dated: 02.01.2024

Copy submitted to the Collector, Bhadrak / The Project Director, DRDA-cum-P.D., DUDA, Bhadrak, /Chairperson, Dhamnagar NAC / The Sub-Collector, Bhadrak / Tahasildar, Dhamnagar / Block Development Officer, Dhamnagar/ Executive Engineer (Roads and Building) Division, Bhadrak / Executive Engineer, Salandi Canal Division, Bhadrak / Executive Engineer (Rural Works) Division, Bhadrak / Executive Engineer (Rural Works) Division-II, Bhadrak / Executive Engineer Drainage Division, Bhadrak/ Assistant Executive Engineer, P.H.D, Bhadrak / D.I.O., NIC, Bhadrak for information with a request to display the tender notice in their respective Notice Boards for wide publication / One copy displayed in this office Notice Board for wide publication.

8/1/24
**Executive Officer
Dhamnagar NAC**

Memo No: 06 / Dated: 02.01.2024

Copy submitted to the Deputy Director (Advertisement) & Deputy Secretary to Govt., I & P.R. Department, Odisha, Bhubaneswar with a request to get this tender Notice published in one no. of leading Oriya Dailies and one no. of English Daily News Paper within a minimum space on or before Dt.05.01.2024 for wide circulation of the tender call notice. The complimentary copy of the newspaper publishing the tender notice may be sent to this office for reference and record & the bill may be sent for necessary payment as per the rate approved by I & P.R. Department, Odisha.

8/1/24
**Executive Officer
Dhamnagar NAC**

Memo No: 07 / Dated: 02.01.2024

Copy submitted to the Director, Municipal Administration & Ex- officio Additional Secretary to Government, Housing & Urban Development Department, Government of Odisha, for favour of kind information

8/1/24
**Executive Officer
Dhamnagar NAC**

8/1/24

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.

Minimum Eligibility Criteria

- a. Bid document cost & Bid Security Declaration in lieu of EMD.
- b. Should be registered in India as a Company, Proprietorship Firm, Society or a Trust.
- c. Consortium is not allowed.
- d. Should have an average Annual Turnover of Rs. 1 crores or more during the last two financial years (2021-22& 2022-23). Photocopy of the audited Profit & Loss Statement of the last three financial years in support of the turnover certificate must be submitted along the income tax returns. Provisional statement is not allowed.
- e. IT returns for last 2 financial years.
- f. The Bidder must not have been ever blacklisted or debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/-.
- g. No criminal case or no criminal proceeding is pending against organization / agency and in the name of owner. It should be notarized.
- h. Must have labour license
- i. Must have ISO 9001 .
- j. Must be registered under EPF.
- k. Must be registered under ESI.
- l. Must have a PAN.
- m. Must have GST registration number.
- n. Must have own bank account. Statement of last 1 month must be submitted in support.

Signature of the Bidder

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22/01/2024
Executive Officer
Dhamnagar NAC

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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 in the area are to be collected from various sources like: Biodegradable and non-degradable solid waste should be separately collected.

- Sweeping of the entire ward area both road and road sides.
- Lifting of garbages from all Municipal primary collection point.
- Lifting of garbages from market places including commercial/industrial institutional units.
- Lifting of dead animals and carcasses
- All drains including earthen drains should be clean and waste including silt deposition should be lifted out side.
- Commercial areas, Market areas and prominent roads are to be swept two times daily.
- Removal dust and sand lying on the roads(if any)
- Affixing services provider's name, ward supervisor's name & their contact nos. in conspicuous places inside the wards so as to migrate the complaints of the public without any delay.

(2) Cutting of Road side Bushes:

The bushes & shrubs from roadside beams & conservancy lanes are to be cleaned 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 Dhamnagar NAC from which daily lifting is to be made to the temporary dumping point by the agency.

All type of solid wastes separately collected from different places is to be start separately at the identified primary collection point of the NAC. There after the same are 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 approved dumping yards /MRF 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 include 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 be retained 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

Smit
20/01/2024
Executive Officer
Dhamnagar NAC

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(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.

Parameter Description	Minimum Achievement Target	Actual monthly Achievement	Non Compliance Penalty
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.
Bushcutting ,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.
Compliant 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

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22/01/2024
Executive Officer
Dhamnagar 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 Dhamnagar NAC" & "Financial Bid for executing Sanitation Work under Dhamnagar NAC". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Dhamnagar 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 bidders are expected, to examine all the instruction, terms and specifications in the bid document. Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of bid.
5. The bidder must have appropriate resource, necessary expertise, requisite manpower and supervisory ability to undertake the work.
6. This bid is meant for carrying out of the work for a period of two (02) years which can extendable upto two more years after satisfactory completion and mutual discussion between the Authority and the service provider.
7. The Dhamnagar 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.
8. The conditional and incomplete bid is liable for rejection
9. Letter of authorization for representing the firm / entrepreneur /Agency / NGOs and to sign the bid document should be enclosed along with the bid document.
10. Bids containing overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
11. The bidders shall sign every page of the tender documents and submit all of them.
12. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the legal action will be taken.

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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 to any person deployed by the agency.
18. The jhadu, kanta, kudi, fawda, gangula 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 to their deployed staff .
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 1st week of the next month.
22. Whenever the Govt. of Odisha will enhance the rate of minimum wages then the Authority shall pay the enhance 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 Dhamnagar.
24. Whenever there is requirement of additional manpower then the Authority can increase the number of manpower to meet the requirement & need of the NAC.

Signature of the Bidder

Erail
02/10/2023
Executive Officer
Dhamnagar NAC

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CRITERIA FOR EVALUATION
Evaluation of Technical Proposals

Evaluation of proposals shall be made by the district authority. 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 Proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following Criteria:

SI. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1	Years of Experience in handling MSW in Municipal Corporation / Municipal Council Area (to be determined from the work order / contract copies/Experience Certificate)	30	<ul style="list-style-type: none">• 0 - 5 Years : 15 marks• 5 – 10 Years : 20 marks• > 10 Years : 30 marks
2	Annual Average Turnover for Last 2 FY(2021-22 & 2022-23)	30	<ul style="list-style-type: none">• 01 - 05 Crore : 15 marks• 05 – 10 Crore : 20 marks• > 10 Crore : 30 marks
3	No of projects executed/ongoing in collection & transportation of 02 TPD of waste in last 2 years of operation	20	<ul style="list-style-type: none">• 0 to 2 no of ULBs: 10 marks• 3 to 5 no of ULBs: 15 marks• > 5 no of ULBs: 20 marks
4	ISO Certificate	20	<ul style="list-style-type: none">• If No : 0 marks• If Yes : 20 marks

*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.

8/11/22

FINANCIAL BID

Sl no	Manpower type	Take home remuneration per day	EPF 13%	ESI 3.25%	Other statutory dues if any	Service charges	Total
1	Unskilled						
2	Semi skilled						
3	Skilled						
4	Mini JCB						
5	Tractor						
6	Tata ACE						
7	TOTAL						

*For providing smooth sanitation services, the Tender Committee has decided that each bidder must quote his rate for service charges which should be equal or more than 3.85% and maximum upto 7 %, otherwise the bid shall be treated unresponsive and will not be considered for further valuation and will be disqualified. The bidder must quote his rate up to only two digits after decimal. Also Wrong computation in Financial Bid will be liable for rejection.

NB. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in 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 their technical marks also become equal, then in that case, the selection of the tender shall be decided on the basis of highest current experience (Number of population) on the date of issue of RFP in similar nature of work.

Signature of the Bidder

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Smail
21/01/2023
Executive Officer
Dhamnagar NAC

CHECK LIST

Sl. No	List of Document	Details of document Submitted Yes/No	Page No.
1	Bid document cost of Rs.5900.00		
2	Bid Security Declaration.		
3	Average annual financial turnover for similar nature of work to the tune of more than Rs.01 Crore (One crore) during last 2 financial years and submit the Audit report.		
4	Registration certificate.		
5	EPF Registration Certificate.		
6	ESI Registration Certificate.		
7	Labour Contract License.		
8	Valid ISO Certifications.		
9	PAN Card.		
10	GST Registration Certificate and upto date clearance.		
11	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		
12	IT return for the last 2 years.		
13	Audit Report for last 2 financial years		
14	No criminal case or criminal 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

Snail

Snail
Executive Officer
Dhamnagar 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, Dhamnagar NAC for effectiveness of the sanitation programme and the instructions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.

Signature of the Bidder

Sraik

Sraik
27/01/23
Executive Officer
Dhamnagar NAC

FORM OF BID SECURITY DECLARATION

Name of Work:-

Date:-

Bid Identification No.:-

To

**The Executive Officer
Dhamnagar NAC
Bhadrak.**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid- Security Declaration.
2. We accept that the Authority/ Employer/ Tender Inviting Authority shall cancel our empanelment and / or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 2 years, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by us; or
 - (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,
 - i. Failure of use to furnish the Performance Security and, Additional Performance Security, if required in accordance with the ITB/ Terms of the Bid Document/RFP, or
 - ii. Fail to agree to the decisions of the contract negotiation meeting or
 - iii. Failure refuses to execute the Contract.
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notification of the name of the successful bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder :

Title of the person signing the Bid:

Signature of the person named above: _____

Date Signed

Pratik

Authorised Signatory

Name :

Designation :

Name of the Firm :