

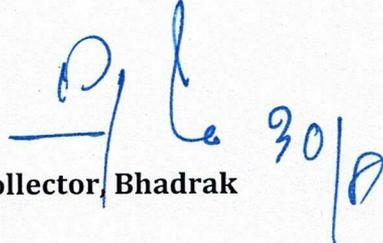


DISTRICT ADMINISTRATION, BHADRAK

**REQUEST FOR PROPOSAL (RFP) FOR "SELECTION OF
AN AGENCY FOR SANITATION AND SECURITY OF
TEMPLE PREMISES /PUBLIC UTILITY AREAS UNDER
AKHANDALAMANI TEMPLE, ARADI"**

Dated: 30.08.2025

Last Date for Submission: 19.09.2025 at 11:00 AM


Collector, Bhadrak

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1. Introduction

The District Administration, Bhadrak invites sealed proposals from reputed and experienced agencies for providing comprehensive sanitation and security services for the temple premises and adjoining public utility areas under the jurisdiction of the Akhandalamani Temple, Aradi.

The Akhandalamani Temple, dedicated to Lord Shiva, is one of the most revered Shaivite shrines in Odisha and a focal point of spiritual devotion in the region. Situated on the banks of the River Baitarani, it draws lakhs of devotees and pilgrims from across India, especially during festivals such as Mahashivaratri, Shravani Somabar, and Kartika Purnima. The temple is not only a centre of faith but also a heritage site of cultural and historical importance. The constant inflow of devotees, combined with large-scale congregations during peak occasions, necessitates round-the-clock cleanliness, crowd management, and security arrangements to preserve its sanctity and ensure a safe and pleasant experience for visitors.

This Request for Proposal (RFP) seeks to engage a competent, well-equipped, and experienced agency with proven expertise in sanitation and security management. The selected agency will be responsible for:

- Maintaining cleanliness, waste management, and sanitation within the temple premises and designated public utility areas.
- Providing round-the-clock security to safeguard temple property, manage crowds, and ensure orderly conduct of devotees and visitors.

Interested agencies are invited to submit their proposals in accordance with the terms, conditions, and specifications outlined in this RFP. The engagement will be on a contractual basis for a specified period, subject to performance review and extension as per requirements.

2. Scope of Work

This shall be a **complete turnkey agreement**. The second party (Operator/Contractor) shall be deemed to have inspected the temple premises, roads, footpaths, pathways, and public utility areas, and assessed the nature, scale, and quantum of work before submission of their proposal.

The Operator shall execute, at a minimum, the following activities:

1. Mechanical & Manual Cleaning

- Combing of wet and dry sand in the temple premises using motorized cleaning machines.
- Manual cleaning of temple premises, public utility areas, and any assigned zones.

2. Waste & Litter Removal

- Collection of litter and dumps using cleaning machines and manual mopping to maintain complete cleanliness in and around the temple premises including drains.
- Sweeping and cleaning of approach roads, footpaths, and pathways inside and around the temple premises regularly visited by pilgrims.

3. Waste Segregation & Transfer

- Segregation of waste into wet and dry categories at the source.
- Transport of waste in compartmentalized vehicles to designated garbage yards as notified by the District Administration.

4. Provision & Maintenance of Bins

- Placement of twin bins (blue for dry waste, green for wet waste) with adequate signage across temple premises and public utility areas.
- Ensuring bins are never overflowing, regularly emptied, and maintained in clean, aesthetic condition.

5. Awareness & Behavioural Change

- Conduct awareness campaigns to discourage littering and dumping.
- Engage with pilgrims, hawkers, and commercial establishments for waste segregation and compliance with the ban on single-use plastics.

6. Operational Timing & Frequency

- Intensified cleaning during peak tourist seasons, weekends, public holidays, and major events (e.g., Shivaratri, Shravani Somabar).
- Immediate post-event cleaning at no additional cost.

7. Special Event & Peak Period Arrangements

- Deployment of additional manpower, machinery, bins, or other resources during high footfall events.

8. Dead Animal Removal

- Immediate lifting and safe disposal of carcasses from temple premises, approach areas, and surrounding roads/footpaths.

9. Security Responsibilities

- Deploy adequately trained security personnel for crowd control, asset protection, and ensuring orderly conduct of devotees.

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10. Transportation

- Transport of collected waste in closed, compliant vehicles to designated disposal sites within 15 km radius, at least twice daily or as per requirement.

11. Manpower & Payment

- Payment to sanitation staff within the **first week of every month**, irrespective of payment release from the District Administration.
- All personnel to follow approved dress code with District Administration logo.

12. Materials & Consumables

- All cleaning materials (bleaching powder, phenyl, gloves, brooms, disinfectants etc.) and equipment to be arranged by the Operator.

13. Grievance Redressal

- Support grievance redressal and compliance monitoring in coordination with District Administration officials.

14. Service Standards

- No overflow of bins at any time.
- Daily cleaning around bins, loading points, and waste storage areas.
- Prohibition on open dumping, burning of waste, or disposal in unauthorized areas.
- Adherence to Service Level Benchmarks as per National Standards.

15. Supervision & Certification

- All activities will be monitored and certified by a committee headed by Sub Collector cum Managing Trustee of the Aradi Temple of the District Administration

Parameter Description	Achievement Target
Temple premises cleaning/Area assigned	100% in 3 months Daily Service
Waste collection and transportation	100% collection efficiency 100% bins should not overflow
Street sweeping (including Main Roads footpaths. Pathways and other public utility areas)	100% collection efficiency 100% within 24 hrs

Complaint Redressal

The operator in close coordination with the district administration and Temple Management shall undertake sample survey to assess 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 time, to give a fair average

- i. A detail performance monitoring, reporting and evaluation system shall have to be developed in consultation with the employer. The broad outline of the computation procedure is provided in the table above.
- ii. The District Administration shall conduct service delivery assessment and customer satisfaction sample survey within the service area at regular interval to assess the performance
- iii. All roadside dumping of solid waste shall have to be collected.
- iv. All the complaints raised by the district administration or by the Akhandalamani Temple Management should be redressed within 24 hours or as soon as possible.

Employer's scope

- i. The District Administration shall provide right of way for twin bin placement at all proposed locations of the service area.
- ii. The District Administration shall finalize location for placement of twin bins and provide necessary administrative support in demarking and placing the same along the Temple Premises, if required
- iii. The District Administration will allow the operator to unload segregated wastes at dumping yard.
- iv. Creation of no plastic zone along the Temple Premises area.
- v. Removal of tapping of sewer line in storm water drain,
- vi. Administrative measure to restrict the movement of stray animals on the Temple Premises.
- vii. The bill towards O&M cost shall be paid within 15 days after receipt of bills from the operator.
- viii. The District Administration shall provide right of way and disposal site for collection, transportation and disposal of solid waste cleared from the temple premises and approach areas and main road, as per norms of MSW rules 2016.
- ix. Any type of conservancy complaints other than the scope of works and services, shall have to be intimated immediately by operator to the District Administration for taking proactive action.
- x. The Operator and the District Administration, both shall be responsible for the environmental compliances under the MSW (SWM Rules 2016), at the disposal site as directed by the District Administration.
- xi. The District Administration needs to provide an enabling environment by removing encroachments for better cleaning activity. In this case the district Administration shall have to deploy its own excavator & tipper to clear the encroachments.

- xii. The District Administration shall provide necessary prior information regarding visit of VIP/VVIP well in advance to the Operator for preparations thereof.
- xiii. The District Administration shall provide right of way and disposal site for collection, transportation disposal of waste within a range of 15 KM.
- xiv. The District Administration shall provide information regarding any festivals (a festival calendar providing duration of each festival and approximate daily population influx) before starting the operation and maintenance activity
- xv. The District Administration shall provide necessary administrative support in controlling and handling the situations arising out of public agitation/security issues during cleaning operation

Expected Service Levels

- i. The temple premises, and other locations designated by the District Administration must be kept free of garbage and solid waste at all times.
- ii. No accumulation of Liquid Waste/ Sewage in the stretch.
- iii. Full-fledged cleaning exercises should be conducted daily.
- iv. The Agency shall submit a quarterly report of activities undertaken and public feedback along with a section on recommendations for improvement.

3. Penalty

Upon occurrence of a material breach of O&M requirements, employer shall, without prejudice to and notwithstanding any other consequences, be entitled to levy a penalty and shall have the powers to terminate the contract. In case the operator underachieves, the targets specified in the service delivery performance criteria, the employer shall impose penalty as detailed below, to be recovered from each monthly bill.

Sl No	Parameter Description	Non- Compliance Penalty
1	In case of unsatisfactory working of the manual/ machine or machine breakdown or operator absenteeism or reasons attributed to the inefficiency of the contractors.	Penalty of Indian National Rupees 2000 shall be deducted and it shall be recorded (TWO Thousand) per day per machine the Performance Evaluation.
2	In case Main Road, footpath or pathway is found littered or dirty	Penalty of Indian National Rupees 500 (five hundred) per day for interval of 500 meters length shall be deducted and it shall be recorded in Performance Evaluation
3	For not deploying the vehicles for regular transportation of the waste from the beach.	Penalty of Indian National Rupee 5000/- (Five Thousand) per day

		shall be deducted from the Operators' bills.
4	For not providing adequate number of twin bins on the beach.	Penalty of Indian National Rupees 100/- (One hundred) per day for every interval of 100 meters, shall be deducted from the Operator's bills.
5	For not segregating the solid waste collected from Temple Premises cleaning and transporting it to dumping yards	Penalty of Indian National Rupees 1000/- (One Thousand) per day, shall be deducted from the Operator's bills.
6	For not providing adequate collection and transportation services for the transportation of the waste from refuse twin bins.	Penalty of Indian National Rupees 500/- (five hundred) per day for every uncollected refuse bin, shall be deducted from the Operator's bills.
7	For absence of a complaint office OR complaint officer at peak-visiting officer OR absence of a complaint register with good book-keeping.	Penalty of Indian National Rupees 500/- (Five hundred) per day, shall be deducted from the Operator's bills.
8	For absence of the supervisor.	Penalty of Indian National Rupees 250/- (Two hundred only) per day per supervisor shall be deducted from the Operator's bills.
9	For absence of the a cleaner/labourer	Penalty of Indian National Rupees 200/- (Two hundred only) per day per cleaner/labourer shall be deducted from the Operator's bills.
10	Failed to wear the uniform/safety gear when on duty	Penalty of Indian Rupees 50- (fifty) per person shall be recovered

- The employer or his authorized representative shall record service shortfalls on a daily basis and communicate the same to the operator. The consolidated monthly achievement computed and reported by the nodal officer shall be taken into consideration for evaluating the performance.
- Penalty can be waived in part or full under situation of adverse conditions causing hindrance for service delivery, to be properly justified by the service provider to the best satisfaction of the employer. In such an event the nodal officer shall place his report to the Executive Officer for his decision. The quantum of waiver shall be at the sole discretion of the Executive Officer
- In the event of a disagreement by the Operator regarding the quantum of penalty imposed, the Operator shall be given an opportunity to submit a representation to the Executive Officer of the District Administration, whose decision shall be final and binding on the Operator

4. Eligibility Criteria

The bidders must satisfy the condition of the eligibility for opening of the financial bid. The condition of the eligibility is given below

Applicants must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for financial bid opening.

5. GENERAL

- The bidder should be an entity incorporated/registered under the Companies Act or Partnership Firm registered under The Indian Partnership Act or a Limited Liability Partnership registered under the Limited Liability Partnership Act or a registered proprietary firm in India or registered under society registration Act. Appropriate documents supporting their status must be submitted along with the proposal.
- The bidder should be in operation in the field of OSM of public temple premieres/tourist spots public recreation spots or related activities such as solid waste & sanitation management/tourist spot cleaning for at least 2years preceding the date of the issue of this RFP. As proof, it shall provide corresponding dated client work orders, documentary, completion certificate and visual evidence of such assignments.
- The bidder must have executed at least one assignment in Street Sweeping, transportation and Management of Municipal Solid Waste of segregated municipal solid waste of project cost of minimum INR 50 lakhs within the 3 years preceding the proposal due date.
- Corresponding client Work Order (is not the same as Letter of Intent / Letter of Appointment) Agreement, Completion Certificate and visual evidence besides any other supporting document for each of the submitted experience credentials should be provided as part of the Technical Proposal
- **Financial eligibility:** The bidder should have an annual average operating turnover of INR 1 Cr certified by chartered accountant during last 3 (three) financial years ending 31.03.2025.
- The applicant shall submit only one bid against the tender.

- Each page of the bid document shall be signed by the bidder
- In case of MSME/NSIC firms' exemption of EMD will be allowed, but no exemption will be allowed on Tender Paper Fee.
- The bidders shall make a presentation before the selection committee on the actual work process, deployment of manpower, machineries etc. before opening of the financial bids and the copy of the same to be submitted in the bid documents.

6. Evaluation Criteria

- The bidding will be of two bid system i.e. technical bid in Part I (ANNEXURE- I) and Financial Bid in Part -II (ANNEXURE- II) through Quality and Cost Based Selection process. The minimum service charge is Rs. 3.85% per person per month. The bidder can fix service charges above 3.85% with proper justification. However, such charges should not exceed 7% in any case. Bidders are not permitted to quote below this price as per Finance Deptt. Notification No.19595/F dtd.11.07.2023.
- The minimum qualifying score in technical evaluation shall be 60 out of 100 marks and the financial proposals of the bidders securing qualifying marks in technical evaluation will only be opened. The format for the technical evaluation is given at Annexure-III. 30 percentile marks should be given to minimum rate quoted and proportional marks would be reduced for higher rate quoted by the bidder.
- Tender shall be awarded to the bidder whose bid will be determined to be substantially responsive, otherwise not defective and who secures highest combined technical and financial score. In case two bidders secure the same highest combined score, the selection the bidder will be decided by draw up lots. In case of further dispute, authority has the power to follow any method, not specified here in the bid document.

d. Evaluation Process:

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (St) in accordance to the marks obtained during the technical evaluation stage. There shall be 70% weightage to technical score and 30% weight age to financial score.

FINAL EVALUATION-

The individual bidder's financial score (Sf) will be evaluated as per the formula given below:

$SF = [F\text{-min}/F\text{-bid}] * 100$ (rounded off to two decimal places) where,

SF = Normalized financial score of the bidder under consideration

F-min= Minimum financial quote among the technically qualified bidders

F-bid =Financial quote of the bidder under consideration

Combined Score (S) = $St * 0.7 + Sf * 0.3$ Where St =Technical score secured by the bidder

The bidder securing the highest evaluated Combined Score (S) will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the bidder including

overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

7. Number of Proposals

A bidder is eligible to submit only one proposal for this project.

8. Tender Document Fee

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of the concerned authorized officer of district administration payable in that particular location for INR 10,000/- (Rupees Ten Thousand Only) is to be furnished by the bidder along with the Technical Bid. No exemption from submission of Tender paper cost is allowed. Bid without the requisite Tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

9. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft from any scheduled commercial bank in favor of "concerned authorized officer of district administration payable in that particular location for INR 50,000/- (Rupees Fifty Thousand only) is to be furnished by the bidder along with the Technical proposal, Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying with the authority is allowed. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between the Authority and the selected Agency No interest will be paid on EMD. The EMD of the successful bidder shall be returned after execution of the contract agreement with the Authority & after submission of the performance bank guarantee.

The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned.

10. Validity of Bid

Proposal shall remain valid for 90 days from the last date of submission of Proposal.

11. Currencies of Bid and Payment

The prices shall be quoted by the bidder entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees

12. Disputes

All legal disputes are subject to the jurisdiction of District Court, Bhadrak.

13. Addendum/Corrigendum/Notice

Any Addendum/Corrigendum/Notice etc. for this assignment issued by the Authority will be hosted only in the web site of the district administration.

14. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the Agency has made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism received all relevant information requested from the Authority, acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of the Authority: satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under agreed to be bound by the undertaking provided by it under and in terms hereof. The Authority shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Authority.

15. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Authority reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The Authority, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) The Agency does not submit sufficient information as being asked for

16. Pre-Proposal Meeting

Bidders requiring any clarification on the selection process may send their queries to the Authority via email prior to the Pre-Proposal Meeting & attend the meeting too.

The queries shall be sent before the pre-proposal meeting to the website of the District administration.

The Pre-Proposal Meeting will be held in the office chamber of the Addl. District Magistrate, Bhadrak at the above-mentioned time and date on the Cover page titled Schedule of Bidding Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting and technical/financial openings for the said project.

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal due date. The responses will be sent by e-mail. However, the Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as

compelling or requiring the Authority to respond to any question or to provide any clarification.

17. Bid Schedule

SL No	Description	Date
1	Issue of Advertisement & Uploading of EOI	30.08.2025
2	Last date of receiving Queries in email of the district administration	03.09.2025
3	Site visit and Pre-proposal meeting at office chamber of the Addl. District Magistrate, Bhadrak	06.09.2025
4	Replies to the queries & issue of addendum, if any	06.09.2025
5	Last Date of submission of Proposals through Speed post / Regd. Post /Courier	20.09.2025 at 5.00 pm
6	Opening & Evaluation of Technical Bid	22.09.2025
7	Opening of Financial Bid	22.09.2025

18. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and super scribed in the following manner.

- Part-A-Technical Proposal as per the Format attached in the Annexure-I, II, III, IV, of this RFP
- Part-B- Properly sealed Financial Proposal in the specified format as per Annexure V of this RFP

The Technical proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

Part-A:

Technical proposal for

SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES /PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI

Part-B:

Financial Proposal for

SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES
/PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI

Both the envelopes ie. envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES
/PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI

The Bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Authority at the following address:

To

The Collector, Bhadrak

Note:

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then the Authority will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected. The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

19. Documents to accompany the proposal: PART - A (Technical Proposal)

The bidder must submit the following particulars/documents along with the technical proposal failing which the proposal may be treated as non-responsive

(a) Covering Letter and Details of Applicant as per Annexures I and II, respectively.

(b) Non-refundable Document Purchase Fee of INR. 10,000/- (Rupees Ten Thousand Only) (including GST) in the form of Demand Draft payable in favor of "Authorized Officer of the District administration", payable in that

particular location drawn on any scheduled commercial bank

(c) Refundable Earnest Money Deposit of INR. 50,000/- (Rupees Fifty thousand only) in the form of a Demand Draft as Bid Security in favor of "Authorized Officer of the District administration payable that particular location drawn on any scheduled commercial bank.

(d) The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.

(e) Annual Financial Statements for the last three Financial Years or a Certificate duly certified by Chartered Accountant indicating the Operating Annual Turnover for the mentioned years.

(f) All the pages of the tender document shall be signed by the bidder and sealed by the Agency at the lower Right-hand corner.

(g) All other documents shall be self-attested by the bidder.

(h) The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.

(i) Proof of work experience of similar nature (as mentioned in [5(4)]) in the form of Work-Orders and competition certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III.

(j) The Agency failing to submit all the specified documents shall be summarily rejected.

PART-B (Financial Proposal)

The bidder must submit the Financial Proposal as per the format provided in Annexure V by quoting the bid price to operate & maintain this project. Further, the tender shall be finalized basing on the L1 rate quoted by the bidders. The Authority will finalize the tender.

20. Amendment/Modification

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach the Authority at the address, time and date specified in the RFP through Speed/Regd. Post/Courier. If the specified date for the submission of proposal is declared as a holiday for the Authority, the proposal will be received up to the appointed time on the next working day.

22. Late Submission

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

23. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by the Authority.

24. Bid Opening Date

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

"Office chamber of the Addl. District Magistrate, Bhadrak"

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

25. Award of Assignment

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.

26. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

27. Commencement of Assignment

The selected Agency shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

28. Termination

a. Termination by the District Administration

The authority may terminate this Contract due to any of the following events of default by the Agency (hereinafter called the "AGENCY Event of Default")

(i) The AGENCY has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.

(ii) Any representation made or warranties given by the AGENCY under this Contract is found to be false or misleading

(iii) The AGENCY has been adjudged as bankrupt or become insolvent.

(iv) The AGENCY has created any encumbrance, charges or lien in favor of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.

(v) A resolution for voluntary winding up has been passed by the shareholders/partners of the AGENCY.

(vi) Any petition for winding up of the consultant has been admitted and liquidator or provisional liquidator has been appointed or the consultant has been ordered to be wound up by court of competent jurisdiction, except for the purpose of amalgamation or reconstruction with the prior consent of the District Administration, provided that, as part of such amalgamation or reconstruction and the amalgamated or reconstructed entity has unconditionally assumed all surviving obligations of the AGENCY under this Contract.

(vii) It has been proved beyond reasonable doubt that consultant has been party to or has allowed any unlawful activity during the Contract Period;

(viii) The AGENCY has abandoned the Project: - District Administration reserves the right to terminate the Contract with a prior notice period of at least 30 days to the AGENCY.

b. Force Majeure

For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations impossible or impractical as reasonable to be considered impossible in the circumstances.

Any of the following events which are beyond the control of the party claiming to be overcome or prevent despite exercise of due care and diligence, and result in material adverse effect shall constitute Force Majeure Event

(a) Earthquake, flood, inundation and landslide;

(b) Storm, tempest, hurricane, cyclone, lightning, thunder or other extreme atmospheric disturbances;

(c) Fire caused by reasons not attributable to the operator or any of the employees, or agents of the operator.

(d) Acts of terrorism.

(e) Any judgment or order of a court of competent jurisdiction or statutory authority in India made against the employer/operator in respect of the contract in any proceeding which is non-collusive and duly prosecuted.

(f) Early termination of this agreement for reason of national emergency or national security.

(g) War, hostilities (whether declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military actions, civil war, ionizing radiation, contamination by radioactivity from nuclear fuel, any nuclear waste, radioactive toxic explosion, volcanic eruptions.

Force Majeure shall not include:

a. any event which is caused by the negligence or intentional action of a party or such party's agents or

b. any event which a diligent party could reasonably have been expected to both (a) take into account at the time of the conclusion of this contract and (b) avoid or overcome in the carrying out of its obligations employees, nor hereunder.

c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

29. Performance Guarantee

The selected implementing agency need to submit 10% of the Annual contract value as performance security deposit in the form of a Demand Draft or Bank Guarantee in favour of "Collector, Bhadrak" payable in that particular location drawn on any scheduled commercial bank prior to signing of the contract.

30. Resources to be deployed: -

The selected Bidder shall deploy minimum number of field staff for temple premises & public utility areas after the signing of the agreement with 7 days. The field staffs should not be below the age of the 18 years & the wages for the field staffs should be as per the norm of the Labour Commission, Odisha Notification. The Selected agency will provide the uniform after the approval of the district administration.

Check List of Submissions (in official Pad):

Sl.No.	Particulars	Submission by Bidder Yes/No/ NA	Page no. of the supporting documents
1	Tender Document fee of Rs. 10,000/-		
2	EMD of Rs. 50,000/-		
3	Self-declaration of non-blacklisting (in official pad)		
4	Annexure-1 Covering Letter (in official pad)		
5	Annexure-II Details of Applicant (in official pad)		
6	Annexure-III Details experience of the Bidders (In official pad)		
7	Annexure-IV Financial Capability of Bidder (in official pad)		
8	Annexure-V Financial Proposal (in official pad)		

- The bidder shall ensure all the documents should be furnished with self-attested with official stamp and all the pages should be numbered.

- The bidder shall ensure all the documents should be furnished chronologically as per the check list with indicating the page number.
- This check list should be accompanied with the tender document.

Signature, name and designation of the
Authorized Signatory with name and seal of Bidder

Covering Letter

(On the Letterhead of the applicant)

Letter No..... Date.....

To,

The Collector, Bhadrak

Ref: "SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES /PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI

"

1. With reference to your RFP document_ I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any
7. I declare that
 - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority, and

- (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
- (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.

8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.

9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.

11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.

12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.

13. In the event of my/our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information

provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.

15. I offer a EMD/BID Security of Rs...../-DD no - (Rupees..... Only) of DD no.....to the Authority in accordance with the RFP Document of Rs..... / (Rupees.....- Only) of DD no.....
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project/Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby certify that we have not changed any quantity as mentioned in the RFP and confirmed that any discrepancy arrives at any time, decision of Authority will be considered as final.
22. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Date:

Place

Yours faithfully.

Signature, name and designation of the
Authorized Signatory with name and seal of Bidder

Details of Applicant

(On the Letter Head of the Applicant)

Sl No	Details of Applicant on official letter pad			
1	Name of the Agency			
2	Details of the Demand Draft			
3	Tender paper Cost-Rs. 10,000	Name of the Bank	date of Issue	DD. No
4	EMD-Rs50,000/-	Name of the Bank	date of Issue	DD. No
5	Name of the contact Person			
6	Designation			
7	Address	Present address		
		Permanent address		
8	E-mail ID			
9	Fax Number			
10	Registration Number of the Company/Society etc			
11	If the Agency has a registered office in India(Yes/No):			
12	Full address of Registered Office in India			
13	If the agency has a corporate or Branch Office in Odisha?			
14	Full address of Registered Office in Odisha			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered in Odisha Office			
17	EPF REGISTRATION No. With attached copy			
18	ESI REGISTRATION No. With attached copy			
19	PAN Card No			
20	GST No			
21	Average Annual Turnover(2020-21,2021-22,2022-23)			

Signature, name and designation of the Authorized Signatory with name and seal of Bidder

Details of the Experience of the Bidder

Sl No	Parameter	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees)	
6	No. of manpower supplied	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Scope of Service	
9	Fees of the Applicant (In Indian Rupees)	
10	Present Status of the Assignment (Completed/ongoing)	
11	Other Information relating to Project	
12	Copy of Appointment Letters and Completion Letter	

Note: The work order, competition certificate of the project undertaken along with other relevant documents shall be attached with every project. Experience of only completed projects will be considered for evaluation.

Signature, name and designation of the Authorized
Signatory with name and seal of Bidder

Financial Capability of Bidder

Name of the Applicant:

Sl No	Particulars	2021-22	2022-23	2023-24
1	Turnover			

Note:

1. Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 3 years.
2. The above data must be submitted by Applicant, duly certified by Statutory Auditor such as Chartered Account.

Signed
Signature of CA/ Statutory Auditors
(Name of the Authorized Signatory)
(with seal & registration no.)

Place:

Date:

Signature, name and designation of the Authorized
Signatory with name and seal of Bidder

FINANCIAL PROPOSAL

In letter Head of the Bidder

To,

The Collector, Bhadrak,

Ref: "SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES /PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI"

We, the undersigned, offer to provide the agency services for the "SELECTION OF AN AGENCY FOR OPERATION & MAINTENANCE OF TEMPLE PREMISES /PUBLIC UTILITY AREAS/AREA ASSIGNED UNDER AKHANDALAMANI TEMPLE, ARADI"
" in accordance with your Request for Proposal dated and our Financial Proposal (For 3 Year) as per details mentioned below:

SI No	Name of Work	Quantity	Rate per Unit	Amount	Remarks
1	SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES /PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI	a) Manpower Sweeper-10 nos. Security-6 nos. Supervisor- 2 nos.			
		b) Vehicle to be engaged 1 no's for garbage collection and disposal (Tata Ace or equivalent)	33,500 INR Per Month (Excluding POL)		
		d) Service Charges (Minimum 3% to Maximum 7%)- (for item a only)			

Format for Manpower

Sl No	Type of Manpower	Monthly Rate per Person						
		*Take Home remuneration	EPF 13%	ESI 3.25%	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)

* Minimum take home remuneration of Security & Sweeper Personnel is Rs.12,600/- per month per person as per Finance Department letter No.30722/F dated 06.11.2021 and GA & PG Department Letter No. 8365/Gen. BBSR, Dt-12.03.2024 and the remuneration of Supervisor is Rs.13,600/- per month.

Note:

The amount to be quoted shall be Exclusive of all Taxes

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL

Name & Address of the Bidder:				
(For office use only)				
Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1.	Years of Business Experience: a. Between 3 to 5 years: 10 marks b. More than 5 to 10 years: 15 marks c. Above 10 years: 20 marks (To be calculated from 2023-24 and backwards)	20		
2.	Market Presence/ Clientele: (Last five years i.e. 2019-20, 2020-21, 2021-22, 2022-23, 2023-24) a. Govt./ Semi-Govt./ Public Sector employing more than 50: 4 marks each per year b. Private Sector employing more than 50: 2 mark each per year	20		
3.	Total no of persons * engaged (in a year) in different Govt. / Semi-Govt. / Public Sector/ other private offices: a. Between 50 to 100: 05 marks b. Between 100 to 250: 10 marks c. Between 250 to 500: 15 marks d. Above 500 :20 mark	20		
4.	Avg. Annual Turnover: (Last three years i.e. 2021-22, 2022-23 & 2023-24): a. Above Rs. -1.0 Cr - Rs 1.75 Cr :10marks b. Above Rs. 1.75 Crore – Rs. 2.50 Crores: 15marks c. Above Rs. 2.50 Crores : 20 marks	20		
5.	Evaluation on technical presentation about Firm & good practices to be adopted during contract period.	20		
Total		100		

* NB: 1. Supporting documents like Govt. Certificate issued by the Competent Authority/ EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted along with bid document.

2. For opening of financial bid, vendors with 60 or more points/ marks in technical bid will only be considered.

3. Weightage for financial bid score would be determined out of 30 percentile points/ marks. The monthly consideration and service charges taken together would get 30 percentile points and proportional marks would be reduced for higher quoted rates. Price quoted below the minimum fixed amount by the bidder will get 0(Zero) point/mark.

4. Selection of vendor under this QCBS method would be considered on the basis of the total combined score of (addition of technical and financial bid) of a vendor/ bidder.

Yours faithfully,

Signature, name and designation of the Authorized
Signatory with name and seal of Bidder

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No.

Dated or "SELECTION OF AN AGENCY FOR SANITATION AND SECURITY OF TEMPLE PREMISES /PUBLIC UTILITY AREAS UNDER AKHANDALAMANI TEMPLE, ARADI".

M/s Address

.....[Herein after referred to as Bidder wishes to participate in the said tender and a Bank Guarantee for the sum of INR..... [Rupees] valid for a period of days (in words) is required to be submitted by the Bidder towards the Earnest Money Deposit.

1. We the..... [Indicate the Name of the Bank] [Hereinafter referred to as the Bank'] at the request of the Bidder do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by the District Administration an amount not exceeding INR..... to the Collector Bhadrak without any reservation. The guarantee would remain valid up to..... [date] and if any further extension to this is required, the same will be extended on receiving instructions from the Bidder on whose behalf this guarantee has been issued.

2. We the Bank do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Collector Bhadrak stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authorized Officer, District Administration by reason of any breach by the said Bidder of any of the terms or conditions or failure to perform the said Bid. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR..... (in words).

3. We, the Bank undertake to pay the District Administration any money so demands not withstanding any dispute or disputes so raised by the bidder in any suit or proceeding Instituted/pending before any Court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder shall have no claim against us for making such payment.

4. We, the Bank or our local branch in District Administration further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of days and it shall continue to be so enforceable till all the dues of the District Administration under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Executive Officer, District Administration certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the thereafter. (date) we shall be discharged from all liability under this guarantee

5. We, the Bank or our local branch in Bhadrak District further agree that the Collector Bhadrak, shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Collector Bhadrak against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Bidder or for any forbearance act or omission on the part of the Collector Bhadrak or any indulgence by Collector Bhadrak to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.

7. We, the Bank or our local branch in Bhadrak district lastly undertake not to revoke this Guarantee during its contract period or its extension if allowed by the Authority, except with the previous consent of the District Administration in writing. We, the Bank further agree that this guarantee shall also be invocable at our place of business in District Administration Dated Day of 2024.

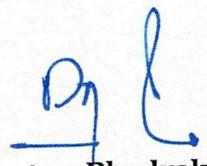
Witness (Signature, names & address)

For..... (Indicate the name of Bank)

Power of Attorney No..... Date.....

SEAL OF BANK

Note: The non-judicial stamp paper of worth Rs. 100/- shall be purchased in the name of the bank, which has issued the bank guarantee.


Collector, Bhadrak 30/10