



GOVERNMENT OF ORISSA

Housing & Urban Development Department

Detailed Tender Call Notice for Cleaning & Sanitation Services In Nine Number of Wards Coming Under

**Notified Area Council, Digapahandi
Ganjam
2024-25**

DTCN SECTION
NOTIFIED AREA COUNCIL,
DIGAPAHANDI

NOTICE INVITING BIDS (NIB) THROUGH e-procurement
BID IDENTIFICATION NO. : - DIGNAC-02/2024-25

NIB No. 324 /DIGNAC Dtd.04.11.2024
TENDERS ID: 2024-ORULB-106376

INVITATION OF BIDS:-

Executive Officer, Notified Area Council, Digapahandi invites On-Line Percentage Rate Bids through *e-procurement* in conformity with the terms and conditions of the Detailed Tender Call Notice (DTCN) / Bid Documents for the below mentioned Sanitation Work from Registered Firms / Service Providers / Contractors of Municipality / State Govt. / Govt. Registered Organization satisfying the eligibility criteria given below who will be sincere and dedicated in SANITATION SERVICE.

ELIGIBILITY CRITERIA & INSTRUCTIONS TO THE BIDDERS:-

One must produce the following documents & fulfill the criteria's mentioned below for eligibility.

1. Must be a valid registered Firms / Service Providers / Contractors of Municipality / State Govt. / Govt. Registered Organization.
2. Self-attested Photocopy of PAN Card linked with Aadhar Number.
3. Latest GST Clearance Certificate issued from the competent authority.
4. Self-attested Photocopy of valid labour license.
5. Valid & up-to-date EPF Registration Certificate issued from concerned RPFC.
6. Experience certificate (if any) of works of similar nature i.e. Handling Solid Waste Management System / Sweeping of Streets & Lifting of Garbage etc. of any Municipal Corporation / Municipality / NAC must be submitted.
7. Concerned Firms / Service Providers / Contractors of Municipality / State Govt. / Govt. Registered Organization must have at least one Tractor / Tata AC Vehicle (capable for lifting

Solid / Wet Waste) and should be able to arrange as many vehicles as required to carry out the cleaning drive. Further, willingness of concerned owners for such deployment of vehicle should be produced in writing along with the supporting documents as such as self-attested Photocopy copy of R.C. Book of vehicle, valid Insurance Certificate, Fitness Certificate and road permit of vehicle issued from the competent authority.

8. Concerned Firms / Service Providers / Contractors of Municipality / State Govt. / Govt. Registered Organization on selection as L1 fulfilling all the criteria & formalities must have its own separate office and establishment to attend the daily Sanitation Complaint of the Privatized Wards/areas.
9. Concerned Firms / Service Providers / Contractors of Municipality / State Govt. / Govt. Registered Organization must be proactive & dedicated in providing Sanitation Services in larger public interest.
10. The successful bidder (L1) has to produce the Bank Guarantee/Security Deposit to the tune of Rs. 1,26,000/- (Rupees One Lakhs & twenty six thousand) only for the work mentioned in Annexure-B in shape of Bank Draft (BD) from any Nationalized / Scheduled Bank in favour of the Executive Officer, NAC, Digapahandi payable at Digapahandi which shall be kept as security till closer of the contract period after finalization of tender. Any other mode/shape of security deposit will not be accepted.
11. In case the concerned successful Bidder violate any norms or terms of the contract and withdraw the service or provided manpower before the completion of agreement period suo-moto from their side then the deposited amount kept as Security Money in the shape of Bank Guarantee will be forfeited. Accordingly, there will be no demand to be claimed by the concerned party (Successful Bidder). Further, proceeding for blacklisting shall be initiated against the concerned bidder.
12. The bidder will provide Manpower at different level of skill as per requirement & agreement.
13. Available, capable & interested local inhabitants of Digapahandi NAC locality must be given priority to be engaged as manpower at different skill.
14. Tender documents containing specifications of the Schedule of quantities and the Set of terms & conditions of contract & other necessary documents can be seen & download in the Odisha Tender website www.tendersodisha.gov.in.

15. The bidder must pay for the amount as per specification for the work in the Annexure – B in favour of cost of Tender Paper & EMD, through online as specified in column (5) & (6) and also copy of payment receipt, scan copy of PAN, GSTIN, Registered Contractor License, labour license, valid & up-to-date, EPF Registration Certificate, ESI Certificate, Lease agreement of vehicle (if any) and Affidavit etc. without which the tender is liable for rejection.
16. If the quoted amount is less than the estimated cost put to tender and selected as L1, then the bidder has to deposit the differential amount i.e. Estimated Cost put towards minus quoted amount towards Additional Performance Security (APS) deposit in shape of B.C /B.D of any Scheduled Nationalized / Commercial Bank duly in favour of the *Executive Officer, N.A.C., Digapahandi on intimation within 07 (Seven) days otherwise the Bid shall be cancelled & EMD deposit shall be forfeited. Further, proceeding for blacklisting shall be initiated against bidder.*
17. (Amendment to Appendix-IX, Clause-36 of OPWD Code Vol-II by inclusion)
(Revised / substituted as per Works Deptt. Office Memorandum No.12366, dtd.8.11.2013)
If the rate quoted by the bidder is less than 15% of the tendered amount, then such a bid shall be rejected and the tender shall be finalized basing on the merits of rest bids. But if more than one bid is quoted at 14.99% (Decimals up to two numbers will be taken for all practical purposes) less than the estimated cost, the tender accepting authority will finalize the tender through a transparent lottery system, where all bidders / their authorized representatives, the Chairperson, NAC Digapahandi / Executive Officer / Asst. Engineer / Junior Engineer / Accountant / Junior Sanitation Expert, , N.A.C., Digapahandi or any other official as member (if the Executive Officer desire so to nominate) will remain present.
18. The Bid Document will be available in the Govt. website i.e. <https://tendersodisha.gov.in> from 10:00 A.M. of 05th November, 2024 to 17:30 P.M. of 19th of November, 2024 for Online Bidding.
19. The bidder must possess compatible valid Digital Signature Certificate (DSC).
20. Bids shall be received only through "Online" of the Govt. website i.e. <https://tendersodisha.gov.in> on or before 17.30 P.M. of 19th of November, 2024.
21. Bids received through online shall be opened at 11.00 A.M. on 20th of November, 2024 in the Office of the Executive Officer, N.A.C., Digapahandi.

22. After the date & time of receipt of bid is over and selected as L1 bidder, then the bidder is required to submit original Bank Guarantee, Affidavit and attested copy of PAN, GST, Contractor License, labour license, valid & up-to-date EPF Registration Certificate Ownership, ESI Certificate, lease agreement of vehicle and Affidavit etc. & other relevant documents and the Demand Draft/Bankers Cheque towards Cost of APS shall be submitted in the office of the Undersigned on or before date intimated.
23. The single tender received the first call shall be cancelled without opening of the Technical Bid. The acceptance of a single tender received even after retendering should have prior approval of the next higher authorities.
24. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
25. The Contractor / Agency those who are executing number of works under this municipality and not completed till now although stipulated time of completion has been expired much before (without any valid reason) by violating terms of agreement are not entitled to participate in this tender and if participated tender of those contractor will be rejected by the Authority.
26. Security deposit @ 5%, TDS, etc. as per Govt. rate shall be deducted from each bill on the gross value.
27. Special priority will be given to the Agency / Bidder having any National Award (1st) / State Award (2nd) / District Award (3rd), respectively.
28. The bidder must submit all the documents as per the checklist in **ANNEXURE -A**.
29. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
30. ESSENTIAL INFORMATION REGARDING DETAIL EVENT DATES AND TIME:-

DTCN for each work consisting of Schedule of Quantities, a set of Terms and Conditions and other necessary information are available in the website, <https://tendersodisha.gov.in>. Intending bidders are sincerely requested to go through the DTCN of the respective work for which they intend to bid. *The bids should be submitted only through on-line through the Website:- <https://tendersodisha.gov.in> by the intending and eligible bidders.*

The eligible and intending bidders desirous to participate in the bidding process should strictly follow the Stipulated Time Schedule furnished below

(Time schedule shall be as per Portal Server Time)

Sl. No.	Particulars of the Information & Event	Important / Critical Information, Date & Time
(i)	Procurement Officer-Publisher / Officer Inviting the Tender / Bids (OIT)	Executive Officer, N.A.C., Digapahandi
(ii)	Bid Identification Number	DIGNAC-02/2024-25
(iii)	Name and Estimated Cost of the Work for which On-Line Bidding is to be done	As mentioned in Annexure - 'B' for the mentioned Work
(iv)	Period of Availability of the Bid Documents/ Tenders for On-Line Bidding	From 10:00 AM hrs of 05 th of November, 2024 to 17:30 P.M hrs of 19 th of November, 2024
(v)	Last Date & Time for Bidding On-Line (Submission of Technical Bids & Financial Bids)	17:30 P.M hrs. of 19 th of November, 2024
(vi)	Date & Time of Opening of the Bids	11.00 A.M hrs. Onwards on 20 th of November, 2024

NB: Subsequent corrigendum/addendum, if found essential, will be posted in the website in due time and hence the intending bidders are urged to remain in active touch with the said website in connection with the Bid Identification No. mentioned above.

29. DRAWAL OF AGREEMENT:-

Each successful bidder will have to enter into an agreement with this office in the Contract / Agreement Form which has been Customized to suit the organizational structure and Administrative Requirements of this office according to "The Odisha Municipal Act, 1950, and subsequent executive instructions received from H & U.D. Department, Govt. of Odisha till date on, "Invitation of Tenders, Signing of Agreements and Award of Works, etc." A sample format of the Contract / Agreement Form has been appended to the DTCN for thorough perusal of each intending bidder. No objection / suggestion / claim from anybody / organization / bidder will be entertained and acceptable by this office regarding contents, terms and conditions of the Agreement Form, now or ever.

This office will not be held responsible for any System (Portal) Failure, malfunction of the Internet, traffic jam, etc. Bidders are advised to submit their bids online (through appropriate web-portal) well in advance within the stipulated period to avoid the above problems or any other technical issues. The authority reserves the right to reject any or all the tenders / bids and approve / accept any tender/bid without assigning any reason thereof subject to the limitations specified by Central Vigilance Commission.

TERMS & CONDITION TO THE BIDDERS

1. It is the sole responsibility of the contractor to engage required number of manpower for cleaning & desilting of all drains, door to door collection of garbage's daily by the vehicles available in office, sweeping of all roads two times (Morning & Evening), bush / grass cutting from entire area of ward also during the festival time / special occasions / V.I.P. Programme etc. and lifting, loading, transporting and unloading them at the Wealth Centre (MCC / MRF) situated at Nimapalli, Digapahandi etc. abiding by all the labour laws & labour welfare rule of the Government. The bushes and shrubs from road side berms and conservancy lanes are to be cleaned by the Agency. The road side drains are also to be cleaned i.e. removal of polythene paper, foreign materials and other floating materials in order to avoid chocking of the drains. The executing agency after daily collection shall have to ensure complete removal of the entire garbage/solid wastes from the specified area to the full satisfaction of the N.A.C. Authority and in any case the agency does not comply, the Authority may engage any other agency for removal of such solid waste and the cost shall be recovered from the bill of the original executing agency.
2. The garbage transportation is to be done as per norms of Pollution Control Board. The garbage / solid wastes collected from different places shall have to be loaded and transported to the existing Wealth Centre (MCC / MRF) or approved dumping yards identified by the Authority. The agency will also provide driver & labour as per requirement and as per direction of NAC Authority / Sanitation Expert / Sanitary-in-charge. NAC authority may engage more or less labourers as and when required. The Agency in no case Garbage / Solid Wastes generated in a day shall be retained in the area for more than 24 hours. During the Puja festival and other special occasion the special cleaning work shall be made. During the festival period and other V.I.P programme, the agency shall spread the bleaching and take special attention for sanitation in the NAC area or as per the instruction of the NAC Authority / Sanitation Expert / Sanitary-in-Charge. Covering of Garbage loaded vehicle from the lifting point to disposal point is compulsory otherwise ten (10%) percent of Bill will be deducted at the time of payment.
3. The rate quoted should include all expenses for use of labour, materials (i.e. Jhadu, Belha, Knife & Other Safty devices, Soap, Uniform), documentation charges including all taxes

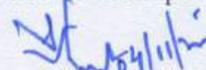
etc. as per finance rules and shall be valid for a period of one year without any price escalation without labour. In mid terms of execution period any claim beyond to stipulated amount will not be entertained.

4. Solid waste shall have to be collected daily from all roads, lanes, by lanes, individual door to door including conservancy lanes, dust bins/garbage bins placed within the specified area, from Market places including commercial/ Industrial/Institutional Units/Hotels/Festival places & from bins placed by Commercial units. Solid waste also include dead animals & construction waste/ demolition waste dumped on road sides, including road sweeping daily and complete removal of the entire solid waste is required to be done daily.
5. Disinfectant such as bleaching powder/mosquito oil will be spread once a week. The Chemicals will be supplied by this office.
6. The bidder / agency should quote the rate per month along with EPF & any other tax as applicable as per Finance Department, Government of Odisha Norms.
7. The bidder / agency has to provide Two nos. of uniforms to each labour in one year mentioning "N.A.C., DIGAPAHANDI" on body of the uniform. The labourers without uniform & self-ID card will not be allowed. If uniform will not be provided by executants then 5% will be deducted from the bill at the time of payment.
8. Cleaning equipments such as Jhadu, belcha, spade, angle canta, Crow bar, Knife, gloves, etc. whatever required for sweeping, cleaning and bush cutting will be supplied by the agency / bidder as per cost available in the estimate.
9. Entire berm cutting in ward will be executed by executants from both side of road, drain completely to any extent, also the vacant fields inside the residential area/ market and Festival places as per direction of Sanitation-in-charge/Sanitation Jamadar /Executive Officer.
10. Affidavit must be submitted along with the tender regarding authentication of documents.
11. Tendered cost derived including Cess and Contractor's Profit as per Govt. Norm.
12. Any conditional tender will be out-rightly rejected.
13. The lowest bidder / agency is to execute an agreement on receipt of work order indicating the terms and conditions as and laid down by Executive Officer, N.A.C., Digapahandi.

14. In case the bidder / agency fails to clean successfully part or all ward to the satisfaction of NAC Authority, NAC shall take over Tag cleaning activity and cost incurred towards such cleaning along with penalty @ Rs 500/- per day shall be deducted from his/her monthly bill. In Such case agreement, work order shall be cancelled forfeiting S.D, E.M.D, APS, Bank Guarantee and L2 Bidder for the same work may be invited for negotiation and issue of order.
15. The decision of the Tender Committee will be Final. Any Bidder aggrieved by such decision may pray before the Executive Officer, Notified Area Council, Digapahandi and decision of the Office in this regard shall be final & binding on him and he/she cannot take shelter in any court of law. In case the service of the bidder is not satisfactory, the authority of N.A.C. Digapahandi has liberty to close the contract by serving 15(Fifteen) days' Notice to the concerned agency.
16. The Agency should open a separate office to be stand as 'Sanitation Services Control Room with a dedicated Cell No. / Land line No. to receive complaint / all Sanitation activities (24 hours) at Digapahandi N.A.C.. Accordingly, need to submit a Separate Affidavit regarding this & engage minimum two to three numbers of person in that office to facilitate Real time Tracking & Monitoring of all Sanitation Works at Day time as well as at Night Time Sweeping, Municipal Solid Waste Management System & also to attend all the Sanitation regarding complaint of the outsourced wards. All the Grievances must be entering in SUJOG Web Portal Grievance Module Section with unique ID No. & need to be solved within 24 Hours & reply with GPS Tagged Photos within time period i.e. 24 hours from receive of Complaint, otherwise penalty of Rs. 500/- (Five Hundred Only)/- or it can be increase amount will be charged for each failure of complaints. Each Grievance Case will be monitoring centrally by Executive Officer or any other designated Officer authorized by Executive Officer, NAC Digapahandi *Office basing upon which payment will be made for each month.*
17. The Agency should enter Attendance Sheet (IN & OUT) of the manpower (Sanitation Workers) in presence of Sanitation Expert / Sanitary Inspector / Sanitation Zamadar / Nodal Officer of Sanitation of the N.A.C. everyday and accordingly monthly bill will be prepared & paid to the agency. Face authentication / recognition Biometrics installation must be ensured to record & maintain daily attendance of the Sanitation Workers.

18. The cleaning of Road including lanes & by-lanes will be done thrice a day from 4.00 AM to 9.00 AM & 3.00 PM to 6.00 PM & in case of Night Sweeping in all Ward of Digapahandi NAC Area from 8.00 PM to 11.00 PM as per the direction of Executive Officer or any other designated Officer authorized by Executive Officer. The work should be done by combined using specified labourers, machinery & other equipments as required.
19. The Agency should provide GPS tagged photos of employees ward wise on the time of Sanitation works by his / her authorized Supervisor through e-mail or by Sanitation Whatsapp Group created / monitoring centrally by Executive Officer or any other designated Officer authorized by Executive Officer, NAC Office basing upon which payment will be made for each month.
20. If requires the Service Provider will engage the Man Powers for Sanitation Works in other Ward if exigency. The payment will be made at that time accordingly as per the estimate to be prepared for that extra ward& work.
21. The bidder / agency must provide the detailed list of labour engaged along with Identity Proof, Address Proof, Bank Account and Contact Number in official letter pad, if any replacement with the labour, then the bidder / agency submits the details of new engagement list in official letter pad to the undersigned before payment.
22. The bidder / agency must provide ID cards to each individual labour.
23. The agency must submit the biometric attendance of all labours engaged in the sanitation services with payment sheet in every month.
24. This estimate is prepared on the present Labour Rate as specified by the Labour Commissioner, Labour & ESI Department, Odisha vide Notification No:6432/LC Dtd.30.09.2024, Further to note that, the rate of labour may be change & claim accordingly as notified by the Labour Commissioner, Labour & ESI Department, Odisha from time to time.

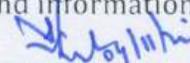
By Order of Chairperson



Executive Officer
N.A.C., Digapahandi

Memo No. 3212 /DIGNAC, Dtd. 04.11.2024

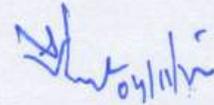
Copy submitted to the Collector-cum-District Magistrate, Ganjam, Chatrapur /Project Director, DUDA, Ganjam, Chatrapur/ Sub-Collector, Berhampur for favour of kind information.



Executive Officer
N.A.C., Digapahandi

Memo No. 3213 /DIGNAC, Dtd. 04.11.2024

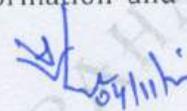
Copy submitted to the Chairperson, NAC Digapahandi for favour of kind information and necessary action.



**Executive Officer
N.A.C., Digapahandi**

Memo No. 3214 /DIGNAC, Dtd. 04.11.2024

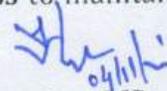
Copy submitted to the Block Development Officer, Digapahandi / Tahasildar, Digapahandi / Asst. Executive Engineer, R&B Sub Division, Digapahandi for information and requested to publish the notice in their notice board for wide publication.



**Executive Officer
N.A.C., Digapahandi**

Memo No. 3215 /DIGNAC, Dtd. 04.11.2024

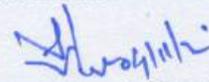
Copy to I.I.C., Police Station, Digapahandi for information & necessary action. He is requested for deployment of Police Personnel to **N.A.C Office, Digapahandi on dtd. 26.11.2024 from 11.00 AM onwards till completion of the opening of Tender Process** to maintain law & order situation.



**Executive Officer
N.A.C., Digapahandi**

Memo No. 3216 /DIGNAC, Dtd. 04.11.2024

Copy to Office Dealing Assistant / Accountant / Sanitation Section / Work Section / Notice Board / Spare Copies to the Concerned Files for reference & Record & information of all concerned.

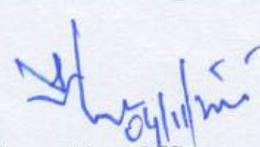


**Executive Officer
N.A.C., Digapahandi**

ANNEXURE - A**-CHECK LIST OF DOCUMENTS TO BE ENCLOSED WITH TENDER TO PROVE THE ELIGIBILITY AS PER BID DOCUMENT & TENDER CALL NOTICE -:**

Sl. No.	Name of Document	Status (Yes / No)	
		Submitted	Not Submitted
1.	Paper Cost Rs.10,000/- (In Online)		
2.	EMD (1% of the quoted value of one year through online only)		
3.	Copy of Registration Certificate		
4.	Copy of PAN Card		
5.	Copy of Labour License Certificate		
6.	Copy of EPF Registration Certificate		
7.	Copy of ESI Registration Certificate		
8.	Company G.S.T. Registration Certificate		
9.	Copy of Experience Certificate in Sanitation Works in ULBs only. (Minimum last 5 Years' Experience)		
10.	Affidavit regarding Authentication of documents attached with the BID.		
11.	Proof of credibility & activity report of Bidder from Competent Authority.		
12.	Copy of ISO Certification for Sanitation Works		
13.	Copy of IT Returns for last 3 Years i.e. 2021-22, 2022-23 & 2023-24		
14.	Copy of Audit Report for last 3 Years i.e. 2021-22, 2022-23 & 2023-24 by CA with Annual turnover minimum of 1 Crore.		
15.	Affidavit regarding Not Black listed in any Government Organization & produces the authenticated documents.		
16.	Copy of Solvency Certificate to the turn of minimum Rs. 40 lakhs issued by Nationalized Bank.		
17.	Any Others documents if available		
18.	Copy of Award (National Award / State Award / District Award) if any		
19.	Copy of Experience Certificate in Sanitation Solid Waste Management Works continuous in Any ULB for last 5 Years.		
20.	Copy of Affidavit regarding Not Issued any Show Cause Notice on Negligence in Duty in any Government Organization / ULBs & produces the authenticated documents.		
21.	Copy of Affidavit in original regarding Opening & functioning of "SANITATION SERVICES CONTROL ROOM" Separately, Engagement of Sanitation Supervisors & Technical Persons as per the requirements for facilitate of Real Time Tracking & Monitoring of all Grievances Call; Seeding of all Local & other Public Grievances, Handling & Updating of AMA SAHAR Web App etc as when require digitally regarding Sanitation Matter.		

Note:- The bidder should sign in each and every page as taken of its receipt and accepted all terms and conditions of the bid document and abide by Rules and regulations of the tender.


Executive Officer
N.A.C., Digapahandi

NOTIFIED AREA COUNCIL, DIGAPAHANDI

ANNEXURE - B

BID IDENTIFICATION No. -DIGNAC-02/2024-25

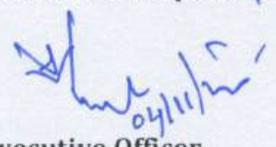
NIB No. 3211/DIGNAC, Dtd. 04.11.24

LIST OF WORK PUT TO ON-LINE TENDER THROUGH e-Procurement

SL. NO.	NAME OF THE WORKS	ESTIMATED COST (APPROX) IN RS.	BID SECURITY/ E.M.D. (MINIMUM REQUIRED) IN RS.	COST OF EACH DTCN / BID DOCUMENT IN RS.	TIME OF COMPLETION IN YEAR
1	2	3	5	6	7
1.	PROVIDING CLEANING & SANITATION SERVICE IN WARD NO. 1, WARD NO. 2, WARD NO.5, WARD NO.6, WARD NO.7, WARD NO. 8, WARD NO.9, WARD NO. 10, AND WARD NO.11 OF DIGAPAHANDI N.A.C.	1,25,90,640.00	1,26,000.00	10,000.00	1 Year

N.B: This estimate is prepared on the present Labour Rate as specified by the Labour Commissioner, Labour & ESI Department, Odisha vide Notification No:6432/LC Dtd.30.09.2024, Further to note that, the rate of labour may be change & claim accordingly as notified by the Labour Commissioner, Labour & ESI Department, Odisha from time to time.

By the Order of Chairperson


Executive Officer
N.A.C., Digapahandi