



GOVERNMENT OF ODISHA

EXECUTIVE OFFICER,
CHATRAPUR MUNICIPALITY GANJAM

Tender Call Notice For

“Supply of manpower towards privatization of Mali and other Caretakers for Chatrapur Municipality, Ganjam”

Last Date for Submission of the bid:06.07.2026

Contents

1. Objective.....	4
2. Introduction to the Bidder	4
3. Scope of Work	10
4. Eligibility Criteria	12
5. Evaluation Criteria	13
6. Tender Document Fee.....	15
7. Earnest Money Deposit (EMD).....	15
8. Validity of Bid	16
9. Currencies of Bid and Payment.....	16
10. Disputes.....	16
11. Addendum / Corrigendum / Notice	16
12. Acknowledgement by Bidder	16
13. Right to reject any or all Proposals	17
14. Submission of Proposal - Packing, Sealing and Marking.....	17
15. Documents to accompany the proposal:.....	19
16. Amendment / Modification	20
17. Language	21
18. Bid Submission Due Date	Error! Bookmark not defined.
19. Late Submission.....	Error! Bookmark not defined.
20. Modifications and Withdrawal of Proposals.....	21
21. Bid Opening Date	21
22. Award of Assignment	21
23. Execution of Agreement.....	22
24. Commencement of Assignment.....	22
25. Termination.....	22
a. Termination by MUNICIPALITY/MUNICIPALITY	22

b. Termination for Force Majeure.....	23
c. Consequences of Termination	23
d. Rights of MUNICIPALITY/MUNICIPALITY on Termination	24
26. Performance Guarantee.....	24
Annexure- I.....	28
Annexure-II.....	30
Annexure- III.....	32
Annexure- IV	33
Annexure V.....	34
Annexure VI.....	35

OFFICE OF THE CHATRAPUR MUNICIPALITY

TENDER CALL NOTICE

Notice No- 1338/2026-27, Dated 22-06-2026

1. The Executive Officer, Chatrapur Municipality on behalf of the Municipality invites percentage rate bids in single cover system for the service required as detailed in the table below from intending eligible organization / Contractors / Volunteer Organization / NGOs / Service Providers registered with the Urban Local Bodies / State Government / Central Govt. / Equivalent Grade / having experience of at least 5 years for proving of man power outsourcing basis for street sweeping , cleaning of roads and drains , lifting of garbage, door to door garbage lifting from households, segregation of garbage, drain cleaning ,bush cutting, lifting of animals' dead bodies etc , other environmental sanitation maintenance works within the jurisdiction of Chatrapur Municipality and nearby areas whenever required for public interest.

Sl. No.	Name of the Work	Estimated Cost (in Rs)	Cost of tender paper.	EMD to be deposited (in Rs)	Class of contractor
1	Supply of manpower towards privatization of Mali and other Caretakers for Chatrapur Municipality, Ganjam	Rs.19,75,320/-	Rs. 06,000/-	@ 1 % of the Estimated Cost	As per DTCN

Name of Work:-

“Supply of manpower towards privatization of Mali and other Caretakers for Chatrapur Municipality, Ganjam “

1. The bid *documents* will be available in the website: www.tendersodisha.gov.in from **11.00A.M of 23.06.2026** to **05.30 P.M of 06.07.2026** for online bidding.
2. **Bids shall be received only “online” on or before 05.30 P.M of 06.07.2026.**
3. Bids received online shall be opened at **11.00 A.M of 07.07.2026**. If the office happens to be closed on the last date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

4. The bidder must possess compatible Digital Signature Certificate (DSC) and tender has been invited under two bid system i.e Technical Bid and financial Bid .

5. The initial security deposit should be in shape of pledged NSC / POTD / POSB / KVP / Deposit receipt of any Nationalized Bank.

6. The cost of bid document and EMD shall received through online by the Payment Gateway of Tenders Odisha only. The cost of bid document is not refundable but EMD will be refunded to unsuccessful bidders after issuing of work order. The online bid must be uploaded with scanned copy of Financial Instruments (Print receipt copy of towards cost of bid documents and EMD), **GST Clearance Certificate**, PAN Card, Registration Certificate.

8. Additional performance security shall be deposited by the successful bidder, when the bid amount is less than the estimated cost as per OPWD rule. The differential cost in shape of Post Office Saving Bank Account / National Saving Certificate / Post Office Time Deposit Account/ Kissan Vikash Patra/ Fix Deposit receipt of Schedule Bank at **Chatrapur Municipality** in favor of **The Executive Officer Chatrapur Municipality , Payable at Chatrapur** at the time of drawl of agreement. Failing to deposit Additional Performance Security amount may cancel the tender at the discretion of the Municipality Authority. Further, **Security Deposit @ 7% of Rate Quoted** must be deposited in shape of Demand Draft / Bank Draft from any scheduled bank payable at Chatrapur in favor of Executive Officer, Municipality Chatrapur at the time of drawl of agreement.

9. The DTCN need not be scanned and uploaded by the bidder. It shall be presumed that the bidder is bidding only after completely going through the DTCN and bid documents and agree to all of the terms and conditions described/ referred thereon.

9. All bids received will remain valid for 90 days from the date of opening of tender but can be extended if agreed by the bidder and Municipality .

10. All the rates and prices in the tender shall cover **GST as applicable**.

11. The authority reserves the right to cancel any or all the bids without assigning any reason thereof.

1. OBJECTIVE

Engagement of Mali and other Caretakers for sanitation services, maintenance of municipal parks, open spaces, and all other available sites/places under Chatrapur Municipality, including any other sanitation-related works as directed by Chatrapur Municipality, for the Financial Year 2026–27 on a day-to-day basis.

2. INSTRUCTION TO THE BIDDER.

- The conditional bids if any, shall not be considered and will be out rightly rejected in the very first instance.
- All entries in the tender form should be visible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids
- The bidders are 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 bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of bid.
- The Municipality shall have the right to terminate the contract on the ground of improper / poor performance and violation of the terms of the contract by giving 15 days prior notice.
- Initially the successful bidder will be awarded contract for a **period of one year and it may extended for further 1 year with due satisfaction** . The period of the validity of the work may be extended as per the terms and conditions mentioned in this document. However, in case the work is not found satisfactory during the contract period the agreement will be rescinded without assigning any reason thereof.
- Quoting abnormally low rate / high rate, tender will be rejected (since the rate of estimation has been indicated by Chatrapur Municipality taking various factors into account.
- The bid submitted by partnership firms should be furnished with partnership deed duly registered.

- For all intents & purposes, Service Provider shall be the “Employer” within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by Service Provider shall not have any claim whatsoever like employer and employee’s relationship against the department or office concerned.
- All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the verification or during the agreement with successful bidder , the Performance Security Deposit& EMD. will be forfeited and steps shall be taken for black listing the bidder.
- The bidder will take and compile the attendance of the Mali and other Caretakers in biometric machine and the same should be report to the undersigned at the end of every month.
- The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
- **All** the original document should be produced to the Executive Officer Chatrapur Municipality for verification at the time of opening of Bid, Otherwise the bid will be rejected.
- Bidders offering for work should have appropriate resources, necessary expertise requisite manpower, proper coordinating and supervisory ability to undertake the work.
- The bidder must be willing to give priority while selecting manpower, to the Mali and other Caretakers who are engaged by the Chatrapur Municipality as they have prior experience of the sanitation work in Chatrapur Municipality and they are well versed with the area and localities.

- The bid is meant for carrying out the work for **a period of one years**. But initially contract will be given for a period of one year and may be extended to further one year subject to satisfactory performance of the Bidder.
- The contract may also be terminated with a 15 days single notice if there occurs any change of Govt. policy / rules / financing pattern etc. which are beyond control of this Municipality .
- Bids containing overwriting, additions and alternation, erasures, obliteration and other discrepancies may not be considered. The bidders should properly attest all corrections made by them.
- In case there are two or more Bidders quoting the same lowest Financial Offer, the authority may in such case can go for the lottery and can call such Bidders for negotiations and select the Preferred Bidder. The selection in such cases shall be at the sole discretion of the Municipality authority
- The Chatrapur Municipality reserves the right to reject any Proposal, if:
 - at any time, a material misrepresentation is made or discovered; or
 - the Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
- In the event of acceptance of the Preferred Bidder with or without negotiations, the authority shall declare the Preferred Bidder as the Successful Bidder. The Municipality will notify the Successful Bidder through a Letter of Award (LoA) that its Proposal has been accepted.
- The Successful Bidder shall execute the Agreement at his own cost within one Week of the issue of LoA or within such further time as the authority may agree to in its sole discretion.

- The bidder must be willing to give priority while selecting manpower, to the Mali and other Caretakers who are engaged by the Chatrapur Municipality as they have prior experience of the sanitation work in the Municipality town and they are well versed with the area and localities... Further the successful Bidder is liable to use existing / former outside Mali and other Caretakers previously engaged or engaged in this Municipality .
- Not with standing anything contained in this tender document, the Authority reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.
- In case of any dispute arising out of the contract the matter shall be decided as per law within the jurisdiction of Chatrapur, Ganjam, Odisha.
- In case the work on a particular day during inspection by Municipality Officials is not found satisfactory, deductions in the payable bill of the agency will be made and the amount to be deducted will be solely at the discretion of the Authority
- Duty period of Mali and other Caretakers is 8 hours per day and in case of any changes made by the Municipality the same will be abided by the bidder. The agency has to perform beyond duty hours in case of emergencies/exigencies.
- All the payment to the Mali and other Caretakers should be done as per the guideline of the latest Odisha Labour Act.
- The Mali and other Caretakers engaged by the bidder should not be below the 18 years and not exceed 60 years of age.
- The age constraint of the Mali and other Caretakers should be as per the Govt. of Odisha norms.

- The Mali and other Caretakers supplied by the bidder to this Municipality shall not be allowed to work in other organization of Govt. or private in any circumstances and cannot perform their work in 2 organization at a time.
- The bidder is bound to submit the EPF and ESI & Muster roll of all the Mali and other Caretakers engaged in the Municipality during the raise of the invoice. The bidder shall not be allowed to engage any Mali and other Caretakers without EPF & ESI.
- Continuance of job of Mali and other Caretakers would be subject to the satisfactory performance & decision of the competent Authority post-performance appraisal

3. SCOPE OF WORK

I. Distribution of work on the basis of zones:

To ensure the smooth operation, cleanliness, hygienic maintenance, and proper monitoring of all open spaces and parks within the Municipality.

II. Detailed scope of work

3.1. Cleaning and maintenance of Parks / Open Spaces, etc.:

The Mali and other caretakers engaged shall be assigned to designated parks, open spaces, etc. The cleaning, maintenance, and monitoring operations shall be carried out twice daily in parks and open spaces before opening to the public.

Sl. No.	No. of Ward	Categories of Staffs	No of Staffs	TOTAL
1	All Wards	Mali and other Caretakers	10	10 No's
TOTAL			10 No's	

N.B: The authority has the right to adjust the number of Mali and other Caretakers based on operational requirements.

- i. The agency shall be required to keep back up personnel so as to ensure that the given number of Mali and other Caretakers are available at all time.
- ii. The agency will deploy the extra staffs whenever required by the Municipality.

3.5 Supervision and monitoring :

The service provider agency will ensure daily monitoring of the Mali and other Caretakers engaged personnels and order as instructed by the Municipality under the Supervision Team constituted by the Municipality. Towards this the agency will engage its own resources. Daily reporting to the authorized in-charge of the Municipality for respective zones in the prescribed format will be required . The agency will suitably represent itself in all review/planning and other meetings convened for sanitation purpose.

3.6 Machinery, & Tools

- a) The tools and plants etc. available with Municipality may be used by the agency.

3.7. PROVISION OF PHOTO-ID AND UNIFORM OF DRIVER / OTHERS

The Mali and other Caretakers engaged by the service provider must wear personal Photo ID daily issued by the service provider. The service provider will also provide a Dress Uniform as suggested by the Municipality. The Mali and other Caretakers / other having no Photo Id or Uniform will be disallowed to perform the duty on that day.

3.11. CITIZEN GRIEVANCEREDRESSAL

A complain register as per the Performa given by the Executive Officer, Chatrapur Municipality , will be maintained by the bidder. The complaints received from the public as well as the instructions given by Sanitary in charge, Municipal Engineer, Executive Officer and Chairperson / any other Elected Representative of Chatrapur Municipality will be noted down in that register. The complaints received from the public will be addressed by the service provider at the earliest possible

- a) Cleaning : Immediately
- b) Lifting of Waste : within 01hours

4. Eligibility Criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Bid, a bidder shall fulfil the following conditions of eligibility.

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 evaluation.

GENERAL

- Should be registered under the Indian Societies Act / Indian Trust Act / Indian Religious and Charitable Trusts Act / or as a not-for-profit Company under the Companies Act or the relevant state Acts for at least five years as on the 31st March 2026. The detailed should be submitted with the Technical bid of tender document with self-attestation.
- The bidder should be in operation in the field & Should have prior experience in engagement with Govt. sector like Municipality Corporation, / Municipality, / Municipality and other Govt. Office, and Public sector Department, and should have adequate man power for Sanitation Work. The Proof of experience should be accompanied with the Technical bid of tender document (i.e. Agreement, Work order with the project cost)
- The bidder must have successfully completed at least 5-year experience in Sanitation in urban areas.
- Neither the Head of the Company/ Trust/ Society/ Agency/ NGO/ firms Institution, nor any employee of the Agency etc., should be a Govt. /Semi Govt. employee or the

employee of any Govt.-undertaking in any (casually/ contractually directly or indirectly)

- The bidder must have completed at least 1 assignment management of sanitation work in urban area and supply of manpower of project cost of minimum INR 50 Lakhs within the 1 years preceding the proposal due date.

Financial eligibility:

The bidder should have an annual average turnover of INR 50.00 lakhs duly certified by chartered accountant during last 3 (three) financial years ending 31.03.2026 (i.e:- 2023-2024, 2024-25 and 2025-26) with supporting documents in Annexed in Annexure-V

5. Evaluation Criteria

The evaluation of each Qualification Proposal shall be undertaken based on the following criteria (**Qualification Criteria**):

Evaluation of the Qualification Proposals will be done only for those Bidders who meet the Eligibility Criteria

- a) Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned in Clause5.
- b) Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as table no1 clause no-5. For each Qualification Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is **80 mark**

Table 1: Evaluation Criteria

Sl.no.	Parameters	Maximum Marks
1.	Turnover - Average annual turnover (Three years not before 2022-23): Rs.50 Lakhs up to Rs.2 Cr. – 5marks & Above Rs.2 Cr– 10 marks	10
2.	Experience in completion of projects in Odisha One- Two Projects – 10 Marks Three to Five Projects –15 Marks More than Five Projects - 20 marks	20
3.	Experience of working in Sanitation project in Urban Areas of Odisha (Ongoing or Completed) One -Two Project – 10 Marks Three to 5 projects-15 Marks More than Five Projects - 20 Marks	20
4.	Resources & work plan	20
A	Proposed man power, operating procedure and quality control mechanism	10
B	Work plan, manpower deployment modalities, grievance readdressed, protocol, value provided to Authority	10
5	Managing Manpower (Evidence of EPF / ESI Statement) 100-300 No's-5 More than 300-10	10
6.	Technical Presentation	20
A	Approach & methodology	10
B	Use of Technology in the service & innovation	5
C	Case studies/ Success stories in existing & past project	5
TOTAL		100

Financial Proposal Evaluation Process: The evaluation will be done in Least Cost (LC) method. The Financial Proposals will be opened of those agencies who will secure , a minimum score of 80 marks out of 100 on its Technical Proposal. The financial proposal will be opened in the presence of the Bidder/ their representatives. The Financial Proposal with the Lowest Cost shall be marked as the First Ranked Applicant while the next lowest Financial Proposal shall be marked as the Second Ranked Applicant and so on. If the financial quotation is found to be equal for two or more no. of bidders , then it will be decided based on the highest mark secured by the bidder in the Technical score or lottery in presence of the bidders or their representatives (It will be decided by the Authority) representatives as decided by the Chairman of the tender committee.

The Selected Bidder shall be the First Ranked Applicant. The Second Ranked Applicant and Third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the First Ranked Applicant withdraws or fails to comply with the requirements specified in the DTCN.

For the purpose of evaluation of the Financial Proposals, the Least Cost quoted by the Bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the Authority).

The successful bidder may call for the negotiation by the Authority if required.

6. Tender Document Fee

Non-refundable Tender Document cost of Rs. 6, 000/- (Rupees Six Thousand Only) accepted through Online in the Tender Odisha only no other mode of payment accepted and the receipt of submission of tender paper cost is to be furnished by the bidder along with the Technical Bid. No exemption (MSME Firm) allowed for submission of tender paper cost.

(N.B. In case the online payment is not received successfully, the bidder may make the payment through Bank Draft (BD) / Demand Draft (DD) drawn in favour of the “Executive Officer, Chatrapur Municipality”, payable at Chatrapur.)

7. Earnest Money Deposit (EMD)

The bidder shall quote EMD @ 1% of the Estimated Cost through online only in the Tenders Odisha Portal. No other mode of payment accepted and the receipt of EMD cost 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. Exemption allowed subject to documentary evidences. 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. The EMD of the successful bidder will not be adjusted in the performance security deposit and it will be returned after 1 year of successful execution of the work. No interest will be paid on EMD. 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.

(N.B. In case the online payment is not received successfully, the bidder may make the payment through Bank Draft (BD) / Demand Draft (DD) drawn in favour of the "Executive Officer, Chatrapur Municipality", payable at Chatrapur.)

8. Validity of Bid

Proposal shall remain valid for 180 days from the last date of submission of Proposal.

A Proposal valid for a shorter period shall be rejected as non-responsive.

9. 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.

10. Disputes

All legal disputes are subject to the jurisdiction of Courts in Ganjam, Odisha only.

11. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by the Authority will be hosted only on the websites of e-Tender Odisha.

12. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the Agency has:

- a) made a complete and careful examination of the DTCN, general condition of contract, submission formalities and evaluation mechanism
- b) received all relevant information requested from The Authority

- c) 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;
- d) satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e) 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.

13. 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

14. 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 Annexures-I,II,III, IV,V of this DTCN
- **Part-B-** Properly sealed Financial Proposal in the specified format as Tenders Odisha BOQ.

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 supply of Mali and other Caretakers in all wards of Chatrapur Municipality, Ganjam””

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

Proposal for

“Selection of an agency for supply of Mali and other Caretakers in all wards of Chatrapur Municipality, Ganjam”

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 Executive Officer,
Chatrapur Municipality ,
Ganjam**

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.

15. 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. 06,000/- (Rupees Six Thousand Only) (including GST) through online in the tender Odisha Portal Only.
- c. Refundable Earnest Money Deposit @ 1% of Estimated Cost
- d. through online in the tender Odisha Portal Only.
- e. The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- f. 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.
- g. All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner. All the pages should be numbered clearly.
- 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 4.1.a) in the form of Work-Orders, Agreement, clearly indicating the project cost and scope of the work and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III. if the above mentioned

document found missing in the bid document submitted by the bidder then that project will be not taken into consideration.

- j. The Agency failing to submit all the specified documents shall be summarily rejected.
- k. Copy of Valid PAN & GST
- l. Copy of the I.T. Return filed for the last three financial years;
- m. Copies of E.P.F. and E.S.I. Certificates for minimum 200 number of labour
- n. Valid Labour License for minimum 200 number of labours
- o. Copy of the Service Tax Registration Certificate.
- p. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the Ganjam or/and at Bhubaneswar. The bidders has to produce the document of the registered office address at Chatrapur Municipality (agreement with owner/document of his own property)
- q. They should have their own Bank Account

PART – B (Financial Proposal)

The bidder must submit the Financial Proposal through tenders Odisha Portal only.

16. 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.

17. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

18. Modifications and Withdrawal of Proposals

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

19. 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: **Chatrapur Municipality , Dist-Ganjam.**

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.

20. 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.

21. 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 and deposit of the Performance Bank Guarantee. The successful bidder shall not be entitled to seek any deviation in the Agreement. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Municipality will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Municipality by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

22. 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.

23. Termination

a. Termination by Municipality

Municipality may terminate this Contract due to any of the following events of default by the Bidder. The Bidder has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.

- i. Any representation made or warranties given by the Bidder under this Contract is found to be false or misleading.
- ii. The bidder has been adjudged as bankrupt or become insolvent.

- iii. The BIDDER has created any encumbrance, charges or lien in favour of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.
- iv. A resolution for voluntary winding up has been passed by the shareholders/partners of the BIDDER.
- v. 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 Chatrapur Municipality , provided that, as part of such amalgamation or reconstruction and the amalgamated or reconstructed entity has unconditionally assumed all surviving obligations of the BIDDER under this Contract.
- vi. It has been proved beyond reasonable doubt that consultant has been party to or has allowed any unlawful activity during the Contract Period;
- vii. The BIDDER has abandoned the Project Municipality's reserves the right to terminate the Contract with a prior notice period of at least 30 days to the BIDDER.
- viii. If the agency ceases to work at any time within contract period, the security deposit is liable of forfeiture and authority may impose additional penalty as deemed fit.

b. Termination for Force Majeure

The Contract may be terminated due to Force Majeure Reasons.

c. Consequences of Termination

- (i) Without prejudice to any other consequences or requirements under this Contract or under any law, the following consequences shall follow upon expiry of the Contract

Period by efflux of time or due to a Force Majeure Event or the BIDDER's Event of Default. However, if the Contract is terminated due to BIDDER Event of Default, then the Municipality may forfeit the Performance Security.

(ii) Applicable Permits: The consultant shall, at its own cost, transfer to Municipality all such Applicable Permits, which the Municipality may require, and which can be legally transferred.

(iii) The Parties shall perform/discharge their respective obligations to be performed or discharged under the provisions of this Contract on the termination in entirety.

d. Rights of Municipality on Termination

Notwithstanding anything contained in this Contract, Chatrapur Municipality shall not, as a consequence of Termination or otherwise, have any obligation whatsoever including but not limited to obligations as to compensation for loss of employment, continuance or regularization of employment, absorption or re-employment on any ground, in relation to any person in the employment of or engaged by the BIDDER in connection with the Project.

24. Performance Guarantee

The selected implementing agency need to submit Rupees _____ Lakhs (Rs. _____/-) as performance security deposit in the form of a Demand Draft in favour of 'Executive Officer, _____ Municipality', prior to signing of the contract.

25. Payment Structure

a) Bills for payment will be prepared on monthly basis as per contract agreement after satisfactory performance only. The amount will be released within minimum possible time submission of bill by the agency.

- b) The bill for month shall be paid after submission of bill and statutory payments of statutory dues such as EPF, ESI etc for the current month.
- c) The price as quoted by the service provider shall remain unchanged during the contract period but in case of revision of minimum wages by Govt. of Odisha and increase in the price of the fuel the same will be applicable to the service provider and will be paid to the contractor by the ULB.
- d) The authority may withhold any reasonable amount from the monthly bill due to bad or unfinished work and the same will be paid after due compliance.

26. PRICE ESCALATION

Price escalation will be considered on the occasion of hike of minimum wages price as per Labour Deptt. Circulars only .

27. PENALTY

- (i) In case the agency fails to commence/execute the work as stipulated in the agreement or performs on unsatisfactorily or does not meet the statutory requirements of the contract, Executive officer reserves the right to impose the penalty or cancel the agreement.

- (ii) **OTHER PENALTYCLAUSE*****

In case of agency fails to commence / execute the work in the following areas, the Municipality reserve the right to impose the penalty as detailed below.

Sl. No	Penalty for the following Component	Penalty
1	If found not keeping Photo ID	Rs. 50/- per person per day.
2	Mali and other Caretakers not found in proper uniform & without PPE	Rs. 50/- per person per day.
3	Indulging in smoking/drinking alcohol	Rs. 500/- Substance above or any other mis-Conduct during duty hour (The offence mentioned above will need to be Established)
6	Absence of Mali and other Caretakers	daily wage per person per day
7	If any person is found performing duty by submitting a fake name address	Rs. 500/- per person per day, In addition legal action shall be taken against the provider.
8	Strike of Engaged Mali and other Caretakers	Rs.20,000/-+Wages of all the sanitation Mali and other Caretakers of the same day.

28. Team Composition:-

The bidder shall provide the following listed manpower

Sl. No.	No. of Ward	Categories of Staffs	No of Staffs	TOTAL
1		Mali and other Caretakers	10	10
TOTAL			10No's	

The Chatrapur Municipality has fixed the minimum payment to be made to the manpower and shall be calculated as detailed here under:

31. Check List of Submissions: In official letter pad

S.N.	Particulars	Submission by Bidder Yes/ No/ NA	Page No
Technical Proposal consist of following documents and should be packed in Separate sealed envelope			
1	Tender Document fee of Rs. 6,000/-		
2	EMD		
3	Self-declaration of non-blacklisting (On official Letter pad)		
4	Annexure –I Covering Letter (On official Letter pad)		
5	Annexure –II Details of Applicant(On official Letter pad)		
6	Annexure –III Format for Project Data Sheet (On official Letter pad)		
7	Annexure –IV Power of Attorney (On official Letter pad)If Any		
9	Annexure –V Financial Capability of Bidder (On official Letter pad)		
Financial Bid in separate sealed packet			
10	Annexure –VI Financial Proposal (On official Letter pad)		

All the documents submitted by the bidder should be numbered page wise & all the document will be verified as per the pg. no indicated in the checklist.

By Order of Chairperson

**Sd/-
Executive Officer
Chatrapur Municipality, Ganjam**

Annexure- I
Covering Letter

(On the official Letterhead of the applicant)

To,
The Executive Officer,

Date:

_____ **MUNICIPALITY ,**
Ganjam

Ref: Selection of an agency for supply of Mali and other Caretakers at Chatrapur Municipality, Ganjam.

1. With reference to your DTCN document _____, dated _____, I, having examined the DTCN 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 of an agency for supply of Mali and other Caretakers in Chatrapur Municipality, Ganjam**” for the design and execution of 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 public authority for breach on our part.
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 DTCN 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 DTCN, 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 DTCN 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 DTCN 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/ of Rs. _____/- (Rupees _____ Only) to the Authority in accordance with the DTCN Document.{Bank Name:-_____,DD. No:-_____, Date:-_____} Along with the tender paper cost of Rs. _____/- (Rupees _____ Only) .{Bank Name:-_____,DD. No:-_____, Date:-_____} to the Authority in accordance with the DTCN
16. The documents accompanying the Technical BID, as specified in the DTCN, 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 DTCN, 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 DTCN document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the DTCN.
21. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.
21. 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 DTCN document.

Yours faithfully,

Date:

Place:

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

Annexure-II

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.06,000	Name of the Bank	date of issue	DD.No
4	EMD-Rs _____/-	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 Ganjam or Bhubaneswar?			
14	Full address of Registered Office in Ganjam or Bhubaneswar			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in Ganjam or Bhubaneswar			
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(2023-24,2024-25 & 2025-2026)			

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

Annexure- III

Format for Project Data Sheet

Sl. No	Name of the Client	Communication details		Project location	Details of sanitation work executed Manpower provided			Amount of the Contract In lacs	Duration of the Project	
		office Address	Contact no.		Description of sanitation work executed	Type of manpower provided	No.of manpower		From	To

Note: The work order along with other relevant documents shall be attached with every project. Experience of only completed projects will be considered for evaluation. The mentioned project without the relevant documents will not be considered.

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

Annexure- IV

Power of Attorney

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the "Selection of an agency for supply of Mali and other Caretakers in Chatrapur Municipality, Ganjam," (Project) proposed to be developed by the Department of Tourism including but not limited to signing and submission of all Bids/ Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/responses to the Authority, presenting us in all matters before the Authority, signing and execution of all contracts including the Event Management Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the Event Management Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 20__

For

.....

Accepted

_____ (signature)

(Name, Title and Address) of the Attorney

Note:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

Annexure V

Financial Capability of Bidder

Name of the Applicant: _____

Sl. No.	Particulars	2023-24	2024-25	2025-26
1.	Turnover			

Note:

1. Attach copies of Annual Audited Balance Sheets, Profit-loss statement 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:

Annexure VII

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 supply of Mali and other Caretakers in Chatrapur Municipality, Ganjam, 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 Executive Officer, _____ Municipality, Ganjam an amount not exceeding INR _____ to the Executive Officer, _____ Municipality, Ganjam, 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 Executive Officer, _____ Municipality, Ganjam stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Executive Officer, _____ Municipality, Ganjam 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 Collector, Ganjam any money so demanded 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 _____, Odisha 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 Executive Officer, _____ Municipality, Ganjam under by virtue of

the said Bid have been fully paid and its claims satisfied or discharged or till Executive Officer, _____ Municipality, Ganjam 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 _____ (date) we shall be discharged from all liability under this guarantee thereafter.

5. We, the Bank or our local branch in _____, Odisha further agree that the Executive Officer, _____ Municipality, Ganjam 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 Executive Officer, _____ Municipality, Ganjam 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 Executive Officer, _____ Municipality, Ganjam or any indulgence by the Executive Officer, _____ Municipality, Ganjam 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. We, the Bank further agree that this guarantee shall also be deposited in the Favor of the Executive Officer _____ Municipality, Ganjam when demanded by the _____ Municipality without any inquiry at our place of business in _____, Odisha
7. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.
8. We, the Bank or our local branch in _____, Odisha lastly undertake not revoke this Guarantee during its currency except with the previous consent of the Executive Officer, _____ Municipality, Ganjam in writing.
9. We, the Bank further agree that this guarantee shall also be invocable at our place of business in _____, Odisha.

Dated _____ Day of 2026.

Witness (Signature, names & address)

For _____ [Indicate the name of Bank]

SEAL OF BANK

Notes:-

- A. The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.
- B. The above format will also be used for drawing bank guarantee for Performance Security Deposit.