



**GOVERNMENT OF ODISHA**

**EXECUTIVE OFFICER,  
KABISURYANAGAR MUNICIPALITY, GANJAM**

**Tender Call Notice For**

**“Supply of manpower towards privatization of sanitation in  
all Wards of Kabisuryanagar Municipality, Ganjam”**

DTCN. No. 1402 / Date:- 03/07/26 of Kabisuryanagar Municipality

**Last Date for online Submission of the bid 30.07.2026**

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## Kabisuryanagar Municipality

### TENDER CALL NOTICE

Notice No- 1402/MPH/2026-27, Date- 03/07/2026

1. The Executive Officer, KABISURYANAGAR 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 and machineries on 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 KABISURYANAGAR Municipality and nearby areas whenever required for public interest.

Sl. No.	Name of the Work	Estimated Cost for 24 months ( in Rs )	Cost of tender paper.	EMD to be deposited ( inRs )	Class of contractor
1	Providing Outsourcing Services For Sanitation Maintenance Work For Areas Under KABISURYANAGAR Municipality	Rs. 5,58,76,781.00	Rs. 10,000.00	Rs. 5,59,000.00	As per DTCN

#### **Name of Work:-**

"PROVIDING OURSOURCING SERVICES FOR SANITATION MAINTENANCE WORK FOR AREAS UNDER KABISURYANAGAR Municipality "

*(PROVING OF MAN POWER AND MACHINARIES ON 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, DEAD ANIMAL LIFTING ETC, OTHER ENVIRONMENTAL SANITATION MAINTENANCE WORKS WITHIN THE JURISDICTION OF KABISURYANAGAR Municipality AND NEARBY AREAS WHENEVER REQUIRED IN PUBLIC INTEREST)*

1. The bid documents will be available in the website: [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) from **10.00 A.M of 07.07.2026 to 05.30 P.M of 03.08.2026** for online bidding.
2. **Bids shall be received only "online" on or before 05.30 P.M of 03.08.2026.**
3. **All Bid document shall reach to the office of the Kabisuryanagar Municipality on or before 04.08.2026.**



4. Bids received online shall be opened at **11.30 A.M** of **05.08.2026**. 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.
5. 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 . The interested agencies are advised to submit two separate sealed envelopes super scribing " Technical Bid for executing Sanitation Work Under KABISURYANAGAR Municipality" & "financial Bid for executing sanitation Work Under KABISURYANAGAR Municipality". Both the envelopes should be kept in another sealed envelope super scribing " Tender for executing sanitation work Under KABISURYANAGAR Municipality.
6. The earnest money deposit and initial security deposit should be in shape of pledged NSC/POTD/POSB/KVP/ Term Deposit receipt of any Nationalized Bank.
7. The cost of bid documents in shape of Demand Draft issued from any Nationalized Bank in favor of Executive Officer, KABISURYANAGAR Municipality, payable at KABISURYANAGAR before the last date of online submission. 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 (Demand Draft / pledged documents towards cost of bid documents and EMD), GST Clearance Certificate, PAN `Card, Registration Certificate.
8. After the date & time of receipt of bid is over, the original financial instruments towards Bid security and Demand draft towards cost of Bid documents & all uploaded documents in hard copy self-signed in each page in a sealed cover shall be submitted in the office of the undersigned on or before 03:00 P.M of 04.08.2026, failing which participation of the bidder will not be entertained and the bid will be rejected.
9. 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 KABISURYANAGAR Municipality in favor of The Executive Officer KABISURYANAGAR Municipality, , Payable at KABISURYANAGAR 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. Security Deposit of an amount of **Rs. 16,76,500/- (Rupees Sixteen Lakhs Seventy Six Thousand Five Hundred) only** must be deposited shape of TDR drawn from any Nationalized Bank pledged to Executive Officer, KABISURYANAGAR Municipality at the time of agreement.
10. 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.
11. All bids received will remain valid for 180 days from the date of opening of tender but can be extended if agreed by the bidder and Municipality.
12. All the rates and prices in the tender shall cover GST as applicable.
13. The authority reserves the right to cancel any or all the bids without assigning any reason thereof.



## Bid Schedule

Sl. No.	Description	Date
1	Issue of Advertisement & Uploading of RFP	07.07.2026 at 10:00 AM
2	Last Date of submission of Proposals	03.08.2026 by 05:30 PM
3	Opening & Evaluation of Technical Bid	05.08.2026 at 11:30 AM
4	Presentation by the Bidders or their representative	06.08.2026 at 11.00 AM
5	Opening of Financial Bid	To be intimated

### 1. Objective

Execution of Sanitation work in all wards of MUNICIPALITY and Supply of Sanitation worker(s) and Drivers for Sweeping of roads, cleaning of drains & Bush Cutting in both sides of roads, dead animal lifting Waste in a segregated manner (Wet & Dry Waste) and transportation of Municipality Solid waste separately Wet & Dry Waste including other waste to the designated Micro Composting Centre (MCC)/ Material Recovery Facility (MRF)/ any other site as per the direction of **KABISURYANAGAR MUNICIPALITY**, Sweeping & cleanliness of properties of this Municipality like parks, Kalyan Mandaps, Crematoriums, Multipurpose halls, Ponds etc. and any other sanitation work for the all wards for the year 2026-27 & 2027-28 on 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.
- 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 two years and it may be extended for further One 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 KABISURYANAGAR 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 worker in biometric machine and the same should be reported to the undersigned at the end of every month.
- At any point of time as per requirement of this Municipality, the Authority may increase or decrease the number of sweepers as per local requirement. The Agency should provide the required manpower.
- All the original documents should be produced to the Executive Officer KABISURYANAGAR 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 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.
- The KABISURYANAGAR 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 successful Bidder may use existing/former outside sanitation workers 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 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 Laborer's is 8 hours per day i.e., 7.00 am to 11.00 am and 6.00 pm to 10.00 pm 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 worker should be done as per the guideline of the latest Odisha Labour Act.
- The Executive Officer or his representative can inspect the sanitation work of Agency at any time and review the sanitation work once in a week.
- The Bidder should employ equitable gender representation and deploy both Male and Female sanitation worker. The worker engaged by the bidder should not be below the 18 years of age and not above 60 year.
- The age constraint of the sanitation workers should be as per the Govt. of Odisha norms.
- The Sanitation worker supplied by the bidder to this ULB 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 ,Biometric attendance & Muster roll of all the workers engaged in ULB during the raise of the invoice. The bidder shall not be allowed to engage any worker without EPF & ESI.
- Continuance of job of worker would be subject to the satisfactory performance & decision of the competent Authority post-performance appraisal

- The supervisor deployed by the bidder for supervision of work shall have relevant experience of supervising sanitation activity .

### **3. Scope of Work**

#### **I. Distribution of work on the basis of zones:**

For the purpose of smooth operation and monitoring the entire all wards

#### **II. Detailed scope of work**

##### **1. Sweeping& Cleaning of the Streets etc.:**

The entire roads, lanes, bi-lanes, of the ward should remain always clean i.e., throughout the day. Sweeping will be conducted at least once daily in residential areas and twice in commercial areas. Sweeping shall be completed before 8 am in the morning. The solid wastes resulting from sweeping are to be collected from the source of its generation throughout the area. Solid wastes shall have to be collected from all identified road sides, Secondary collection points, garbage vulnerable points (GVP), dustbins/garbage bins placed within the specified area, from market places including commercial / industrial / institutional units and from bins placed by various commercial units. All garbage generated from sweeping related activities along with garbage dumps, GVP and secondary collection points will be removed by 8 am on a daily basis. Night sweeping will also form part of the sweeping activity and shall be conducted in all the Residential, commercial and public places as decided by Municipality which is a mandatory condition in the sanitation work. Cleaning of all drains and roads of the concerned ward & other sanitation work on a daily basis

The agency shall ensure that the temporary collection points are clean and free of garbage at any time of the day. Each sanitation worker engaged will be responsible for cleaning at least 300-750 meter of the identified lane/road.

##### **2. Uprooting of bushes & cleaning of drains**

- 2.1 The bushes & shrubs from roadside beams & conservancy lanes are to be cleaned by the agency.
- 2.2 The roadside drains and all drains inside the lanes and by-lanes of the MUNICIPALITY are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid choking of the drains. De-silting of the drains also will form part of the drain cleaning activities and will be required to be completed as per schedule drawn up by the Municipality. Cleaning of all surface drains and its culverts of specified area at the regular interval thoroughly and once in a week occasionally if required to keep the drains out of silt and garbage. Segregation and transportation of drain silt and garbage to final disposal / processing site shall be ensured.
- 2.3 The executing agency after daily sweeping and cleaning activities shall have to ensure complete removal of entire solid wastes from the specified areas to the full satisfaction of the officer-in-charge of this **KABISURYANAGAR**

**MUNICIPALITY** and in case the agency does not comply to the instructions of the officer-in-charge of this officemay engage any other agency for removal of such solid wastes which has not been collected by the executing agency and in such case; the cost of collection and removal through the other agency shall be recovered from the bills of the original approved executing agency.

The officer-in-charge from this Municipality shall indicate a particular timing during a day (Preferably during the night time) when no solid wastes of any kind should be available in the area at the said time. The executing agency shall provide all necessary labour and other necessary T &P articles including safety devices for the health and safety of the laborer's engaged as may be required for the job and as per direction of the Officer-in-charge. In case of non-compliance of above by the executing agency, Municipality reserves the right to close the contract any time within the specified period of contract with 15days notice served to the agency from Municipality.

### **3. DISPOSAL OF DEAD BODIES**

- a. All unidentified human dead bodies referred by the police or by ULB will be buried at burial ground of this Municipality. A suitable incentive will be given to the labour those are been engaged for this burial purpose at the end of the month once the agreement is done. The service provider will submit the muster roll of labour duly certified by Sanitary in- charge or Health Officer as would be notified by this Municipality
- b. All animal dead bodies will be disposed properly at designated site, after receiving the requisition letter from public/official, the labour engage by service provider will dispose the dead bodies.

### **4. Collection & Transportation of solid wastes**

The solid wastes collection to be collected from different source & different places inside the Municipality area, shall have to be suitably loaded into transporting vehicles such as tractors, LCVs, Pushcarts as per requirement and shall have to be transported to the different MCC/MRF/ approved dumping yards identified by the Officer-in-Charge of Municipality., and the solid wastes will be unloaded by the agency at these sites.

The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc.. The Municipality Solid Waste inter-alia in this regard shall include the following.

- i. Garbage arising from street sweeping and cleaning of drains.
- ii. Garbage from roadside dustbins.
- iii. Garbage accumulated at temporary collection points identified by Municipality
- iv. Garbage generated from bush and grass cutting from road side bushes and conservancy lanes.
- v. Any other waste as would be decided by the Municipality from time to time

- vi. During Local festivals, National Day Celebration or V.I.P programme, Special Cleaning work and spreading of bleaching/lime powder shall be made by the Agency as per instruction of the Municipality Authority/Sanitary Inspector of this Municipality
- vii. In the case of emergency ,Special Cleaning and essential sanitation work shall be required and the agency will comply with the instructions of the Municipality in this regard.
- viii. Wastes generated from Road sweeping & Drain cleaning shall have to be collected separately (Wet & Dry) for transportation to the designated MCC/MRF/Dumping Yard on daily basis.
- ix. Collection and transportation of the MSW shall be made by means of Pushcart, LCV & Tractors or any other vehicle regularly.
- x. The C&D waste will be collected and Transported to the C&D Plant /land fill site as authorized by KABISURYANAGAR Municipality.
- xi. The details of sanitation workers required for engagement in different wards for various sanitation activities are as follows.

Sl. no	No.of Ward	Categories of Staffs	No of Staffs
1	<b>All ward (including Gudiali, Badaagula)</b>	<b>Sweeper</b>	87
2		<b>Supervisor</b>	09
3		<b>Grade-II worker</b>	19
		<b>Driver</b>	06
<b>TOTAL</b>			<b>121 Nos</b>

- xii. The agency shall be required to keep back up personnel so as to ensure that the given number of workers are available at all time.
- xiii. The agency will deploy the extra staffs whenever required by the Municipality.

## 5. Supervision and monitoring :

The service provider agency will ensure daily monitoring of the sanitation activities conforming to quality, quantity, frequency 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.

## 6. Machinery, & Tools

- a) The tools and plants like Pushcarts, Tractors, LMVs, Drain cleaning equipment's, bush cutting equipment's etc. available with Municipality may be used by the agency.
- b) The Municipality authority provides Bleaching, phenyl, lime powder, disinfectants and other chemicals for use in garbage handling and storage which has to be used by agency as per instructions.
- c) The Municipality will be providing tractors, LMVs or any other requirement of machinery related to the sanitation activities for transporting the solid wastes collected from different places and the solid wastes will be unloaded by the agency at MCC/ MRF/dumping yard of Municipality. The Minor repairing of the machinery will be borne by the Agency with due approval of the Executive Officer.

## 7. Material Recovery facilities

All the dry waste collected separately are to be transported to the MATERIAL RECOVERY FACILITIES (MRF), unless otherwise authorized by the Municipality .

## 8. COLLECTION AND TRANSPORTATION OF CONSTRUCTION AND DEMOLITION WASTE

The service provider will collect the construction and demolition waste as per instruction of Executive Officer, **KABISURYANAGAR MUNICIPALITY** and transport such waste for filling of low lying area or to the C&D plant as per instruction of Executive Officer.

Provide Wheel Bar with dustbin, BOV, bleaching powder, phenyl, mosquito oil, spray machine, fogging machine & other tools & implement will be provided by Municipality authority.

The drivers of the vehicles must have valid driving license.

The executing agency /party shall bear the following –

- a. The cost/hiring charges of Vehicle
- b. The cost of fuel and other lubricants
- c. The Cost of Repair and maintenance of the vehicles engaged
- d. Driver ,supervisor , sweeper engaged

## 9. PROVISION OF PERSONAL PROTECTION Equipment MEASURE FOR SANITATION WORKER

The service provider will provide the personal protection equipment's to the sanitation worker engaged by their farms such as Hand Gloves, Gum Boots, Masks, sanitizer (Soaps), Rainy Coats etc. will be provided to the sanitation worker every month by service provider, The agency shall ensure that none of the worker engaged appear without personal protection equipment/measure during work.

## 10. PROVISION OF PHOTO-ID AND UNIFORM OF SANITATION WORKER

The sanitation workers engaged by the service provider must wear personal Photo ID daily issued by the service provider. The service provider will also provide a pair of Apron and Dress Uniform as suggested by the Municipality to the sanitation worker. The sanitation worker having no Photo Id or Uniform will be disallowed to perform the duty on that day.

## 11. CITIZEN GRIEVANCE REDRESSAL

A complain register as per the Performa given by the Executive Officer, **KABISURYANAGAR MUNICIPALITY**, will be maintained by the bidder. The complaints received from the public as well as the instructions given by Sanitary in charge, Municipality Engineer, Executive Officer and Chairperson **KABISURYANAGAR 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

- |   |                   |
|---|-------------------|
| i. Disposal of dead body (of animals like cow/dog/bull etc. | : Immediately     |
| ii. Cleaning and Sweeping                                   | : Immediately     |
| iii. Lifting of Waste                                       | : within 01 hour  |
| iv. Cleaning of drain                                       | : within 06 hours |

## 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 / Registered partnership deed/ 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 2025. 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 Corporation, Municipality, NAC and other Govt. Office, and Public sector Department, and should have adequate man power for Sanitation Work & Experience in handling ULBs MSW Sanitation work

with IEC activities. 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 2.Cr within the 3 years preceding the proposal due date.
- The owner of the agency, its proprietor, or its authorized representative shall not have been involved in any criminal offence during the last three (03) years from the date of submission of the bid. Further, no legal proceedings should be pending or initiated against the owner, proprietor, or authorized representative. A self-declaration to this effect, in the form of an affidavit duly sworn before a Competent Authority not below the rank of Executive Magistrate, must be submitted along with the bid.”.

#### **Financial eligibility:**

The bidder should have an annual average turnover of **INR 05.00 Crores duly certified by chartered accountant during last 3 (three) financial years ending 31.03.2026 (i.e.: -2023-24, 2024-25, 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 Clause 5.

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 **70 mark**.

**Table 1: Evaluation Criteria**

Sl. No.	Parameters	Maximum Marks
1.	Turnover - Average annual turnover (Three years not before 2023-2024): Rs.05Cr. – 05 marks, Above Rs. 05 Cr. – up to Rs. 07 Cr. – 10marks & Above Rs. 07 Cr– 15 marks	15
2.	<b>Experience of working in Sanitation project in Urban Areas of Odisha</b> (Ongoing or Completed) One -Two Project – 10 Marks Three tofour projects-15 Marks More than four Projects - 20 Marks	20
3.	<b>Experience in handling ULBs MSW Sanitation work with IEC activities in single work order (Attached Experience Certificate)</b> Less than 5 years:- 5 mark 5 to 10 years:- 7 marks More than 10 years:-10 marks	10
4.	<b>ISO CERTIFICATION</b> ISO 9001:-4 marks ISO 14001:- 4 marks ISO 45001:- 2 marks ALL OF THE ABOVE 3 ISO CERTIFICATION	10
5.	<b>Managing Manpower (Evidence of EPF &amp; ESI Statements)</b> 200-250 Nos. :- 5 250-300 Nos. :- 10 300-350 Nos. :- 15 More than 350 Nos.:- 20	20
6.	Proposed man power, operating procedure and quality control mechanism&Work plan, manpower deployment modalities, grievance readdressed, protocol, value provided to Authority	5
7.	<b>Technical Presentation</b>	20
A	Approach & methodology	10
B	Use of Technology in the service & innovation	05
C	Case studies/ Success stories in existing & past project	05
<b>TOTAL</b>		<b>100</b>

**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 70 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 and if the Technical Score is same for 02 or more bidders, then the selection of the Bidder will be done through Lottery process.

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 in shape of Demand Draft drawn from any scheduled commercial bank in favor of "**Executive Officer, KABISURYANAGAR MUNICIPALITY**" payable in **KABISURYANAGAR** for **INR 10,000/- (Rupees Ten Thousand Only)** is to be furnished by the bidder along with the Technical Bid. No exemption (MSME Firm) from submission of EMD 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%.

#### **7. Earnest Money Deposit (EMD)**

EMD in shape of pledged NSC/ POTD/ POSB/ KVP/ Term Deposit receipt from any Nationalized bank in favor of "Executive Officer, **KABISURYANAGAR MUNICIPALITY,**" payable at **KABISURYANAGAR** for **INR 5,59,00.00/- (Rupees Five Lakhs Fifty Nine 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 (MSME Firm) 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. 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.

## **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 and should reach to the office by 29.07.2026.

- **Part-A-** Technical Proposal as per the Format attached in the Annexures-I,II,III, IV,V& VII of this DTCN
- **Part-B-** Properly sealed Financial Proposal in the specified format as per Annexure VI of this DTCN

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 execution & management of the sanitation work and supply of the sanitation workers in all wards of KABISURYANAGAR MUNICIPALITY, Ganjam"**

**Part-B:**

**Financial Proposal for**

**"Selection of an agency for execution & management of the sanitation work and supply of the sanitation workers in all wards of KABISURYANAGAR MUNICIPALITY, Ganjam"**

**Both the envelopes i.e. 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 execution & management of the sanitation work and supply of the sanitation workers I n all wards of KABISURYANAGAR 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,  
KABISURYANAGAR MUNICIPALITY,  
Ganjam**

**Address:-KABISURYANAGAR MUNICIPALITY office  
Main Road, Ward No- 11, Kabisuryanagar, Ganjam, Pin- 761104**

**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. 10,000/- (Rupees Ten Thousand Only) (including GST) in the form of Demand Draft payable in favor of "Executive Officer, **KABISURYANAGAR MUNICIPALITY**" payable in **KABISURYANAGAR** drawn on any scheduled commercial bank.
- c. Refundable Earnest Money Deposit of **INR 5,59,00.00/- (Rupees Five Lakhs Fifty Nine Thousand only)** in the shape of pledged NSC/ POTD/ POSB/ KVP/ Term Deposit receipt from any Nationalized bank in favor of "Executive Officer, **KABISURYANAGAR MUNICIPALITY**" payable at **KABISURYANAGAR**.
- d. The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration EPF & ESI 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 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.
- g. The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted which is provided in Annexure-VII.
- h. 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.

- i. The Agency failing to submit all the specified documents shall be summarily rejected.
- j. Copy of Valid PAN & GST
- k. Copy of the I.T. Return filed for the last three financial years;
- l. Copies of E.P.F. and E.S.I. Certificates.
- m. Valid Labour License
- n. Copy of the Service Tax Registration Certificate.
- o. 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.
- p. They should have their own firm Bank Account
- q. Presentation copy

#### **PART – B (Financial Proposal)**

The bidder must submit the Financial Proposal in the format provided in Annexure VI.

#### **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. Bid Submission Due Date**

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

/Courier the proposal will be rejected. KABISURYANAGAR Municipality will not be held responsible for delay on arrival of bids.

### **19. Late Submission**

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

### **20. Modifications and Withdrawal of Proposals**

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

### **21. 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 in the Bid Schedule and at the following location: Conference Hall, **KABISURYANAGAR MUNICIPALITY, 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.

### **22. 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.

### **23. 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.

### **24. 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.

## **25. 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.

- a. Any representation made or warranties given by the Bidder under this Contract is found to be false or misleading.
- b. The bidder has been adjudged as bankrupt or become insolvent.
- c. 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.
- d. A resolution for voluntary winding up has been passed by the shareholders/partners of the BIDDER.
- e. 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 **KABISURYANAGAR 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.
- f. It has been proved beyond reasonable doubt that consultant has been party to or has allowed any unlawful activity during the Contract Period;
- g. 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.
- h. 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/dischage 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, **KABISURYANAGAR 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.

### **26. Performance Guarantee**

The selected implementing agency need to submit Security Deposit of an amount of **Rs. 16,76,500/- (Rupees Sixteen Lakhs Seventy Six Thousand Five Hundred) only** at the time of agreement as performance security deposit in the shape of pledged TDR or Bank Guarantee in favour of 'Executive Officer, **KABISURYANAGAR MUNICIPALITY**', prior to signing of the contract

### **27. 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.

## 28. PRICE ESCALATION

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

## 29. 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 PENALTY CLAUSE\*\*\***

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 perday.
2	Worker not found in proper uniform & without PPE	Rs. 50/- per person perday.
3	Indulging in smoking/drinking alcohol	Rs. 500/- Substance above or any othermis-Conduct during duty hour (The offence mentioned above will need to be Established)
4	Non-removal of waste from collection point	Rs. 500/- per point
5	Non-performance regarding waste collection by tri-cycle or any BOV	Rs.1000/- per push cart/BOV per day
6	Absence of worker	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, Inaddition legal action shall be taken against the provider.
8	Strike of sanitation worker:	Rs.20,000/-+Wages of all the sanitation worker of the same day.

**30. Team Composition:-**

**The bidder shall provide the following listed manpower**

<b>Sl. no</b>	<b>No.of Ward</b>	<b>Categories of Staffs</b>	<b>No of Staffs</b>
1	<b>All ward (including Gudiali, Badaagula)</b>	<b>Sweeper</b>	87
2		<b>Supervisor</b>	09
3		<b>Grade-II worker</b>	19
		<b>Driver</b>	06
<b>TOTAL</b>			<b>121 Nos</b>

The **KABISURYANAGAR 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
<b>Technical Proposal consist of following documents and should be packed in Separate sealed envelope</b>			
1	Tender Document fee of Rs. 10,000/-		
2	EMD of Rs. 5,59,000/-		
3	Annexure –I Covering Letter (On official Letter pad)		
4	Annexure –II Details of Applicant (On official Letter pad)		
5	Annexure –III Format for Project Data Sheet (On official Letter pad)		
6	Annexure –IV Power of Attorney (On official Letter pad)If Any		
7	Annexure –V Financial Capability of Bidder(On official Letter pad) with all supporting document(IT returns Balance Sheet, Profit Loss Statement any other		
9	Annexure –VII Self-declaration of non-listing (On official Letter pad)		
10	Presentation Copy		
11	GST certificate & pan card ESI & EPF Registration		
<b>Financial Bid in separate sealed packet</b>			
12	Annexure – VI Financial Proposal (On official Letter pad)		

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

Covering Letter

(On the official Letterhead of the applicant)

To,  
The Executive Officer,  
KABISURYANAGAR MUNICIPALITY,  
KABISURYANAGAR

Date:

Ref: **Selection of an agency for management of the sanitation work and supply of the sanitation worker at KABISURYANAGAR MUNICIPALITY, KABISURYANAGAR**

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 execution & management of the sanitation work and supply of the sanitation workers in all wards of KABISURYANAGAR MUNICIPALITY, KABISURYANAGAR**" 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 180 (One Eighty) 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:** \_\_\_\_\_ **Signature, name and designation of the**  
**Place:** \_\_\_\_\_ **Authorized Signatory with name and seal of Bidder**

Sl. No	Details of Application 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-Rs 5,63,000/-	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 Ganjamor Bhubaneswar?			
14	Full address of Registered Office in Ganjamor Bhubaneswar			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in Ganjamor 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 (2023-2024, 2024-2025 & 2025-2026)			

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



**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 execution & management of the sanitation work and supply of the sanitation workers at KABISURYANAGAR MUNICIPALITY, KABISURYANAGAR"** (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.*

**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 &amp; registration no.)

Place:

Date:

## FINANCIAL Bid ( BoQ of the DTCN)

Sl. No	Employee	Types of Employee	No. of Employee	Wage per Day	Wage per Month (In Rs)	EPF@13%	ESI@3.25%	Total in Rs. Per month
A	B	C	D	E	$F=(D \times E) \times 30$	$G=F \times 0.13$	$H= F \times 0.0325$	$I = F+ G + H$
1	Sanitation worker (Sweeper)	Un-Skilled	87	472	12,31,920.00	1,60,149.60	40,037.40	14,32,107.00
2	Supervisor	Skilled	9	572	1,54,440.00	20,077.20	5,019.30	1,79,536.50
3	Sanitation worker Grade-II	Skilled	19	572	3,26,040.00	42,385.20	10,596.30	3,79,021.50
4	Driver	Skilled	6	572	1,02,960.00	13,384.80	3,346.20	1,19,691.00
5	Overheads and T & P @5%(Soap, Broom, Uniform, Gumboot and Raincoat)							90,768.00
<b>Total</b>			<b>121</b>					22,01,124.00
Service Charge of the Bidder to be quoted from the Range from 3.85% to 7 % on the figure of Total of wage per month in Column F excluding of EPF & ESI					<b>In percent 7%</b>			<b>1,27,075.20</b>
							<b>Grand Total</b>	23,28,199.20 /month
							<b>Remuneration for 2 Years</b>	5,58,76,780.80

N.B :-

All Bidders need to be quote the service charge in between 3.85 to 7 %. The bids where the service charge is lower than 3.85 and more than 7% are liable for bid rejection.

Signature of the Bidder.

(On the official Letterhead of the applicant)

**To,**  
**The Executive Officer,**  
**Kabisuryanagar Municipality,**  
**Kabisuryanagar, Ganjam**

**Sub:** Submission of self -declaration of Non-blacklisting

**Sir/Madam,**

With reference to the subject cited above I/we submit my/our declaration that, I/we have not been blacklisted by any Government Institutions/Private Agency since we have started providing service on sanitation activities, I/we also declare that the documents submitted by me/us are genuine and not manipulated in any means.

This is for favour of kind information and necessary action

**Date:** \_\_\_\_\_ **Signature, name and designation of the**  
**Place:** \_\_\_\_\_ **Authorized Signatory with name and seal of Bidder**