

OFFICE OF THE NOTIFIED AREA COUNCIL, NUAPADA

(Department of Housing & Urban Development, Government of Odisha)

DETAILED TENDER CALL NOTICE (DTCN)

Tender Reference No.: - NACNPD/SANITATION/2026-27/01

Name of Work

Supply of Manpower for Sanitation Services in all 14 Wards of NAC Nuapada.

Bid System

Two Bid System (Technical Bid & Financial Bid)

Contract Period

Two Year from the date of agreement, extendable up to one year subject to satisfactory performance and approval of the competent authority.

Estimated Contract Value

₹2,72,42,082/-

Earnest Money Deposit (EMD)

₹2,72,420/-

Cost of Tender Paper

₹10,000/-

Tender Inviting Authority

Executive Officer, Notified Area Council, Nuapada

SECTION-1 : NOTICE INVITING TENDER

Online bids are invited by the Executive Officer, NAC Nuapada from eligible, experienced and financially sound Manpower Service Provider Agencies/Firms/Companies/Trusts/NGOs for deployment of sanitation manpower for sanitation activities within the jurisdiction of NAC Nuapada.

The bidder shall participate through Odisha e-Procurement Portal only.

SECTION–2 : DETAILS OF WORK

The selected agency shall provide manpower for:

1. Road sweeping.
 2. Drain cleaning and desilting.
 3. Bush cutting and vegetation removal.
 4. Cleaning of public places, markets and bus stands, Hospital and other public places.
 5. Emergency sanitation drives and other District level Functions.
 6. Festival and VIP visit sanitation arrangements.
 7. Spraying of disinfectants and bleaching powder.
 8. Any sanitation-related work assigned by NAC Nuapada.
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SECTION–3 : MANPOWER REQUIREMENT

Category	Requirement
Unskilled Sanitation Workers	58
Skilled Workers/Supervisors	04
Driver with valid driving license	02
Total	64

NAC Nuapada reserves the right to increase or decrease manpower requirements as per operational necessity. The successful bidder may be allowed to provide the additional official workers as per required or approval.

SECTION–4 : MINIMUM WAGES

The agency shall pay wages not less than the rates notified by Government of Odisha.

Category	Daily Wage
Unskilled	₹472
Semi-Skilled	₹522
Skilled	₹572

Any revision in Government wages during the contract period shall be applicable.

SECTION-5 : ELIGIBILITY CRITERIA & GENERAL INSTRUCTION

1. The technical bid shall be accompanied with self-attested photo copy of following requisite documents failing which the bid shall be rejected out rightly.
2. At least one similar completed work of ₹1 crore or above.
3. Average annual turnover of ₹4 crore during the last three financial years.
4. Solvency Certificate from a Nationalized/Scheduled Bank.
5. Shops & Commercial Registration/Company Registration Certificate/Incorporation Certificate.
6. EPF Registration Certificate.
7. ESI Registration Certificate.
8. PAN CARD
9. GSTN Registration
10. TAN
11. Udyog Aadhar
12. ISO Certificate
13. Labor license from the labour Department on the name of the service provider which is agreed upon under this work.
14. IT Return filling at list last three financial years. (,2023-24, 2024-25,2025-26).
15. Audited Balance Sheets for last three years.
16. Minimum 5 years' experience in sanitation/manpower outsourcing services.
17. Undertaking regarding Non-black listed in any Government Organization & produces the authenticated documents.
18. Undertaking regarding Not issued any show cause notice on Negligence in duty in any Govt. Organization / ULBs & produces the authenticated documents.
19. Bidder should be must a Local office under at Nuapada Notified council, Nuapada from the date of receipt the acceptance letter.
20. It is sole discretion of the NAC, Nuapada to award the contract to the eligible bidder. It must be noted that feedback of the bidder will be undertaken before awarding the contract.
21. If the feedback obtained is not satisfactory the Notified Area Council may not award the contract to the bidder though may become L-1. On the basis of the feedback obtained the next bidder will be selected.

22. The selected bidder shall have to sign an agreement in long judicial stamp paper of approved value with deposit of performance bank guarantee amounting. 10% of the contract value in the form of FD/BG that is hypothecated to the Executive Officer NAC,Nuapada till completion of the Contract period.

23.Note: Type & No. of Posts may be increased/decreased as per Administrative requirements. The successful Service Provider have to provide different type of manpower as required on Govt. rates with all compliances. Service charges as already quoted by service Provider shall be final.

24.The providing of . paid off or leave reserve worker shall be the responsibility of the contractor . Concerned and no extra payment shall be made to him on this account. The contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years and above 60 years of age. The persons, so deployed, shall be under the overall control and supervision of the undersigned for the purpose of 'cleanliness work. The contractor shall be responsible for payment of their wages ' etc' and all other dues which the contractor is liable to pay under various Labour Act and Rule.

Technical evaluation should be evaluated basing on the award of marks detailed below:-

Sl No	Evolution Parameter	Total Mark	Criteria for award of mark
1	Year of experience in sanitation & cleaning service (To be determined from successfully completion C e r t i f i c a t e - Experience certificate) & The Bidder should have the work completion certificate of similar nature which should not be less than 1,00,000,00.00(One crore) only on single contract for any one year. In no case multiple contract value will be taken into consideration. o n l y F i r m s / / Company /NGOs	15	• 5-10 Years: 5 Marks • 10-15 Years: 10 Marks • >15 Years: 15 Marks
2	Labour license	20	• 0 to 100Nos : 5Marks • 100 to 200 :10Marks • 200 to 300 : 15 Marks • 300 to above : 20Marks
3	Annual averaged Turnover (2022-23 , 2023-24 & 2024-25	15	• 4 Cr.-6 Cr.:5 Marks • 6 Cr. – 10 Cr.: 10 Marks • 10Cr-20 Cr. : 15 Marks

4	Valid ISO Certificate	10	• ISO 9001 2015: 2 Marks • ISO 14001 2015: 2 Marks • ISO 45001 2018: 2 Marks • SA 80001-2014: 2 marks • ISO 37500-2014 : 2marks • ISO 27001 2022: 2Marks
5	All bidders are required to make a presentation covering the following aspects of day-to-day sanitation operations and management	30	
6	Mechanical Sweeping Machine	10	

Executive Officer
Notified Area council, Nuapada.

SECTION–6 : DOCUMENTS TO BE SUBMITTED

Technical Bid

1. Registration Certificate.
2. PAN.
3. GST Certificate.
4. EPF Registration Certificate.
5. ESI Registration Certificate.
6. Labour License.
7. Experience Certificates.
8. Work Orders and Completion Certificates.
9. Audited Financial Statements.
10. IT Returns.
11. Solvency Certificate.
12. Non-Blacklisting Affidavit.
13. TAN
14. UDYOG AADHAR
15. ISO certificate
16. Non-negligence in Duty undertaking
17. Document Authenticity Affidavit.
18. Tender Paper Cost.
19. EMD Proof.
20. Bank guarantee certificate

Financial Bid

Only Service Charge (%) shall be quoted.

SECTION–7 : SCOPE OF SERVICES

The deployed manpower shall:

1. Sweep all roads, streets and public places.
2. Collect household waste daily.
3. Maintain cleanliness in all wards.
4. Remove silt from drains.
5. Remove bushes and unwanted vegetation.
6. Assist in sanitation drives.
7. Maintain segregation of waste.
8. Work during emergencies and festivals.

9. Follow instructions of Executive Officer, Sanitary Inspector and authorized officials.
 10. Cleaning waterbody, All Child play stations and open Gym
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SECTION–8 : RESPONSIBILITIES OF THE AGENCY

The agency shall:

1. Deploy required manpower.
 2. Issue identity cards.
 3. Provide uniforms.
 4. Provide safety equipment.
 5. Maintain attendance registers.
 6. Deposit EPF and ESI regularly.
 7. Comply with labour laws.
 8. Replace absent workers immediately.
 9. Maintain discipline among workers.
 10. Ensure workers are medically fit.
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SECTION–9 : UNIFORMS & SAFETY EQUIPMENT

The agency shall provide:

- Uniforms
- Reflective jackets
- Gloves
- Gumboots
- Face masks
- Raincoats
- Safety helmets where required

No additional payment shall be made separately.

SECTION–10 : PAYMENT TERMS

1. Monthly bills shall be submitted.
2. Payment shall be released after verification.
3. Wage payment proof must accompany bills.
4. EPF and ESI challans shall be submitted every month.
5. GST invoice shall be submitted as applicable.

SECTION–11 : PERFORMANCE SECURITY

The successful bidder shall deposit Performance Security equal to 10% of the contract value within 15 days of issue of Letter of Acceptance.

Failure to deposit Performance Security shall lead to cancellation of award.

SECTION–12 : PENALTY CLAUSE

Penalty may be imposed for:

- Non-deployment of manpower.
- Delay in sanitation services.
- Non-payment of wages.
- Non-deposit of EPF/ESI.
- Poor performance.
- Absenteeism.

Repeated violations may result in termination.

SECTION–13 : TERMINATION

The contract may be terminated:

1. For poor performance.
2. For violation of contract conditions.
3. For submission of false information.
4. For non-compliance with statutory obligations.

Fifteen days' notice shall ordinarily be given.

SECTION–14 : BID EVALUATION

Technical Evaluation

The Technical Bid shall be evaluated on:

- Eligibility documents.

- Experience.
- Financial capability.
- Statutory registrations.

Only technically qualified bidders shall be considered for financial evaluation.

Financial Evaluation

The lowest responsive bidder (L-1) shall normally be considered for award.

SECTION–15 : AGREEMENT FORMAT

AGREEMENT

This agreement is made on _____ between:

The Executive Officer, NAC Nuapada (Employer)

AND

M/s _____ (Agency)

The agency agrees to supply sanitation manpower as per the DTCN and work order.

The agency shall:

- Deploy manpower.
- Pay wages.
- Deposit EPF and ESI.
- Provide uniforms and PPE.
- Maintain records.

NAC Nuapada shall:

- Verify attendance.
- Process bills.
- Release eligible payments.

Both parties agree to abide by the terms and conditions of this contract.

Signature of Executive Officer

Signature of Agency

Witnesses: 1. _____

2. _____

SECTION–16 : AFFIDAVIT OF NON-BLACKLISTING

I, _____, authorized representative of M/s _____, do hereby declare that the firm has not been blacklisted by any Government Department, PSU, ULB or Autonomous Body.

I further declare that no criminal proceeding affecting the firm's eligibility is pending.

Signature Notary

SECTION–17 : AFFIDAVIT OF DOCUMENT AUTHENTICITY

I certify that all documents submitted with this tender are genuine and true. If any document is found false, NAC Nuapada may reject the bid, forfeit security deposits and initiate legal action.

Signature Notary

SECTION–18 : TECHNICAL BID FORM

Name of Firm:

Address:

Contact Number:

Email:

GSTIN:

PAN:

EPF No.:

ESI No.:

Labour License No.:

Authorized Signatory

SECTION–19 : FINANCIAL BID FORMAT

The bidder shall quote only Service Charge Percentage.

Sl. No.	Description	Rate
1	Service Charge over manpower cost including statutory components	_____ %

The quoted rate shall include all overheads and profit.

SECTION–20 : CHECKLIST

- ☐ Registration Certificate
- ☐ PAN
- ☐ GST Registration
- ☐ EPF Registration
- ☐ ESI Registration
- ☐ Labour License
- ☐ Experience Certificates
- ☐ Work Completion Certificates
- ☐ Audited Statements
- ☐ Income Tax Returns
- ☐ Solvency Certificate
- ☐ Non-Blacklisting Affidavit
- ☐ Authenticity Affidavit
- ☐ EMD
- ☐ Tender Cost
- ☐ Signed DTCN

Signature of Bidder