



**Housing & Urban Development Department
BARAGADA MUNICIPALITY**

Dist: Baragada

Notification No: 3093 /Dt.12-08-2026

BID IDENTIFICATION NO. 08/BGH- MUN/2026-27

REQUEST FOR PROPOSAL

For

Sanitation work

(All 19 Wards — Single Package)

Issued by:

Executive Officer

Baragada Municipality

Baragada, Odisha

AUGUST-2026

DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Baragada Municipality (the "Municipality") or any of its employees or advisors, is provided to Applicants on the terms and conditions set out in this RFP. This RFP is not an agreement and is neither an offer nor invitation by the Municipality to prospective Applicants or any other person. The purpose of this RFP is to provide Applicants with information that may be useful to them in formulating and submitting their proposal. Each Applicant should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Baragada Municipality, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or principles of restitution or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP.

The issuance of this RFP does not imply that the Municipality is bound to select an Applicant or to appoint the Successful Applicant for the Project, and the Municipality reserves the right to reject all or any of the Applicants or Bids without assigning any reason whatsoever. The Applicant shall bear all costs associated with or relating to the preparation and submission of its Bid.

1. INTRODUCTION

1.1 Background

The Ministry of Housing & Urban Affairs (MoHUA), Government of India, is the nodal agency for implementing the Swachh Bharat Mission (SBM-Urban) across the country. The Mission aims to ensure hygiene, waste management, and sanitation for a Clean India through a collaborative framework involving multiple stakeholders. One of the key objectives under SBM is to establish modern and scientific Municipal Solid Waste (MSW) management systems across all Urban Local Bodies (ULBs).

1.2 Baragada Municipality

Baragada Municipality (hereinafter referred to as "the Municipality" or "the Authority") is the principal urban local body responsible for providing essential civic services and infrastructure to the citizens of Baragada town in the state of Odisha. The Municipality covers a total area of approximately 16.58 sq. km, administratively divided into nineteen (19) wards. To strengthen its waste management system, Baragada Municipality now invites private sector participation for implementing efficient, scientific, and sustainable MSW management practices.

1.3 Purpose of this RFP

Baragada Municipality invites this Request for Proposal (RFP) from qualified firms having the requisite experience in similar works to carry out services of Street Sweeping, Bush Cutting, Drain De-silting, Conservancy Cleaning (including paved conservancy lanes), Door-to-Door Solid Waste Collection and Transportation of waste to designated sites across all 19 wards.

All 19 wards of Baragada Municipality shall be covered under a Single Package: -

Package No.	Name	Ward Numbers
1	Baragada Municipality — Full Town	All 19 Wards (Ward 1 to Ward 19)

2. PROJECT DETAILS

2.1 Broad Scope of the Project

- Street Sweeping (including paved conservancy lane cleaning)
- Bush Uprooting / Bush Cutting
- Drain De-silting (Total drain length: approximately 98 km)
- Conservancy Lane Cleaning/Divider cleaning (Unpaved)
- Waterbody cleaning
- Provide Cleaning Material like Kanta Rafa, Broom, Kodi, Fawda, Pushcart (wheelbarrow) & Uniform, ID Card, Safety article like Mask, gloves, Sanitizer, Gun Boot, Soap. (4% of Labour Cost)

2.2 Ward-wise Overview

Ward No.	Ward Name	Area (km ²)	Single Sweep Road (km)	Total Road (km)
1	Ward 1	1.59	As per survey	~22.4 km avg
2	Ward 2	1.43	As per survey	~22.4 km avg
3	Ward 3	1.42	As per survey	~22.4 km avg
4	Ward 4	0.09	As per survey	~22.4 km avg
5	Ward 5	0.09	As per survey	~22.4 km avg
6	Ward 6	0.18	As per survey	~22.4 km avg
7	Ward 7	0.17	As per survey	~22.4 km avg
8	Ward 8	0.22	As per survey	~22.4 km avg
9	Ward 9	0.57	As per survey	~22.4 km avg
10	Ward 10	0.45	As per survey	~22.4 km avg
11	Ward 11	0.53	As per survey	~22.4 km avg
12	Ward 12	0.22	As per survey	~22.4 km avg
13	Ward 13	0.53	As per survey	~22.4 km avg
14	Ward 14	0.65	As per survey	~22.4 km avg
15	Ward 15	1.64	As per survey	~22.4 km avg
16	Ward 16	1.72	As per survey	~22.4 km avg
17	Ward 17	1.72	As per survey	~22.4 km avg
18	Ward 18	1.75	As per survey	~22.4 km avg
19	Ward 19	1.60	As per survey	~22.4 km avg
Total	19 Wards	16.58	---	~425 km

Note: The ward-wise road length breakdown is indicative. Total road length for the package is approximately 425 km. The Agency is advised to conduct its own site survey before submitting the financial bid.

2.3 Drain Length

The total approximate drain length across all 19 wards requiring de-silting and cleaning is 98 km. The detailed drain-wise inventory shall be shared with the selected Agency at the time of mobilization. The Agency is encouraged to carry out independent field verification prior to bidding.

2.4 Minimum Indicative Resource Requirement

Sl.	Category	Nos.	Remarks
1	Sweepers (Single Sweep)	178(50:50) ratio	Ward-wise deployment as per beat plan
2	Sweepers (Double Sweep — Commercial)	24(Only male)	Commercial/market road stretches
3	Drain Desilting Workers	60	Daily drain cleaning, Pre & post-monsoon cycles; ~98 km total drain length
4	Bush Cutting Workers	16	Package level; machines per schedule
5	Supervisors	20	1 per 20 workers
Total Manpower		~298	Excluding vehicle drivers

3.0 Street Sweeping (Wall-to-Wall Cleaning of Entire Road Stretch)

A. Overall Scope

- Daily wall-to-wall sweeping and cleaning of all assigned roads, including paved conservancy lanes and by-lanes, to maintain a litter-free and hygienic environment.
 - ❖ **Commercial Roads: Twice daily.**
 - ❖ **Other Roads: Once daily.**
- The Agency shall ensure comprehensive cleaning of the Right-of-Way (ROW) from wall to wall, covering: Carriageway, Shoulders/berms, Footpaths, covered drains, Roadside green strips, Common paved areas abutting commercial establishments, and Utility zones (accessible portions).
- Where the road abuts open, undeveloped land without boundary walls, the cleaning limit shall extend up to 2 metres from the constructed edge of the road or up to the existing roadside drain alignment, whichever is farther.
- All waste generated or found during sweeping operations shall be completely collected and lifted. The Agency shall maintain all roads in a clean, waste-free, hygienic and litter-free condition at all times.
- The Agency shall be responsible for collection, lifting and transportation of loose C&D waste deposited on public roads, footpaths, drains, and open spaces within assigned jurisdiction. Bulk C&D waste from major demolition activities is excluded from scope.
- Waste accumulated through sweeping must be collected in colour-coded bags (Green for wet waste, Blue for dry waste) and lifted using pushcarts.
- Collected waste shall be transported in **agency-owned pushcarts** to the designated trolley points within the respective ward and placed properly for lifting by **Light Commercial Vehicles (LCVs) and Tractor** by **10:00 AM** each day. All waste collected shall be lifted before 10:00 AM; sweeping of all road stretches must be completed prior to 9:00 AM.
- Separate handling of wet and dry waste as per Solid Waste Management Rules, 2016 and Municipality guidelines.
- No Temporary Transit Point for open dumping shall be allowed unless permitted by the Municipality.

10. Waste transportation from trolley point to designated disposal location must be done in a covered manner to prevent spillage.
11. The final transportation of waste to designated disposal location shall be done in compacted form through compactors.
12. Roadside silt or mud deposit must always be cleared and transported to the designated C&D Waste Management Site.

B. Penalty Schedule — Street Sweeping

Sl. No.	Non-Compliance	Penalty Amount
1	Not visibly clean after 9:00 AM	Rs. 10,000 per instance
2	Non-cleaning of paved conservancy lane	Rs. 1,000 per lane per day
3	Selective lifting of waste	Rs. 5,000 per ward
4	C&D waste not cleared from roads/footpaths	Rs. 5,000 per ward
5	Non-lifting of sweeping heaps by 9:00 AM / prior accumulated waste by 7:00 AM	Rs. 3,000 per instance
6	Non-use of colour-coded bags	Rs. 3,000 per ward
7	Waste bags at trolley point not lifted by 10:00 AM	Rs. 1,000 per trolley point
8	Non-segregation of wet and dry waste	Rs. 1,000 per ward
9	Open dumping / disposal at un authorized area	Rs. 50,000 per instance per day
11	Inadequate tools/equipment	Rs. 500 per deficiency
12	Poor condition of pushcart / not properly cleaned	Rs. 500 per pushcart per day
13	Tools/equipment not produced for inspection	Rs. 1,000 per instance per ward
14	Worn-out tools not replaced as per schedule	Rs. 500 per item per day

4.0 Bush Cutting

I. AGENCY SCOPE AND RESPONSIBILITY

1. The Agency shall undertake regular bush cutting, removal of unwanted vegetation, and trimming of wild plants obstructing public roads, footpaths, drains, and carriageways within all assigned wards.
2. One complete round of bush cutting across the project area shall be completed every month.
3. During monsoon months (June–September), bush cutting shall be carried out on a fortnightly basis or more frequently as directed by the Municipality.
4. The Agency shall deploy and maintain adequate functional bush cutter machines, ensuring availability of standby machines for any mechanical failures.
5. All green waste generated shall be completely lifted, collected, and transported to the designated processing or disposal location immediately after cutting.
6. Tractors shall not be permitted for transportation of green waste.
7. The Agency shall submit daily/periodic progress reports including location-wise work completion status and photographs.
8. The Agency must provide safety kit (helmet, hand gloves, ear plug, mask) with each bush cutting machine.

II. PENALTY SCHEDULE — BUSH CUTTING

Sl. No.	Non-Compliance	Penalty Amount
1	Monthly bush cutting not done	Rs. 2,000 per ward per week of

		delay
2	Monsoon (Jun–Sept) fortnightly cutting missed	Rs. 2,000 per ward per fortnight
3	Insufficient bush cutting machines deployed	Rs. 1,000 per machine per day
4	Standby (break-up) machine not available	Rs. 1,000 per day
5	Cut vegetation not removed within 24 hours	Rs. 1,000 per location per day
6	Delay in grievance-based bush cutting	Rs. 1,000 per complaint per day
7	Failure to attend special events/urgent work	Rs. 3,000 per event
8	Not providing adequate PPE for bush cutting operators	Rs. 1,000 per instance
9	Improper coordination with Municipality instructions	Rs. 500 per instance

5.0 Conservancy Cleaning (Unpaved Lanes)

I. AGENCY SCOPE AND RESPONSIBILITY

9. The Agency shall ensure systematic cleaning of all unpaved conservancy lanes within the assigned jurisdiction once every fortnight, or more frequently as instructed by the Municipality.
10. Complete removal of grass, weeds, shrubs, wild vegetation, and loose C&D waste from unpaved conservancy lanes shall be ensured.
11. All debris and C&D waste recovered from unpaved lanes shall be collected separately and transported to the designated C&D waste disposal site.
12. All green waste generated shall be separately collected and transported to the designated facility.
13. The Agency shall ensure no utility or duct passing through any conservancy lane gets damaged during operations.

II. PENALTY SCHEDULE — UNPAVED CONSERVANCY

Sl. No.	Non-Compliance	Penalty Amount
1	Unpaved lane not cleaned fortnightly	Rs. 3,000 per lane per fortnight
2	Grass/shrubs not removed	Rs. 500 per lane per day
3	C&D waste left in unpaved lane	Rs. 1,000 per lane per day
4	C&D waste mixed with MSW	Rs. 1,000 per instance
5	Horticulture waste mixed with MSW	Rs. 500 per instance
6	Visible litter in unpaved lane	Rs. 1,000 per instance
7	Open dumping in unpaved area	Rs. 3,000 per instance
8	Failure to report illegal dumping/obstruction	Rs. 500 per incident per day
9	Utility or duct damage	Rs. 5,000 + recovery of actual damage cost

6.0 Drain De-silting

I. AGENCY SCOPE AND RESPONSIBILITY

14. The Agency shall carry out manual or mechanical de-silting and cleaning of roadside surface drains, covered drains, internal drains, and connecting nallahs within all assigned wards. The total approximate drain length is 98 km.
15. De-silting shall be carried out twice annually: Pre-monsoon phase (April, May, June) and Post-monsoon phase (November, December, February).

16. Prior to commencement of each de-silting cycle, the Agency shall prepare and submit a structured, location-wise de-silting schedule to the Municipality.
17. All de-silted materials shall be immediately lifted and transported to the designated disposal site. No excavated silt shall be left on roads, berms, or footpaths.
18. The Agency shall record drain width, depth, and length before and after de-silting, and submit detailed completion reports with geo-tagged photographs.
19. All de-silting activities shall be undertaken under the direction and supervision of the designated Municipality official.
20. As per the requirement of labour during special occasions such as Dhanuyatra and monsoon preparedness, and pre- or post-monsoon activities, the office will be intimated accordingly.

II. PENALTY SCHEDULE — DRAIN DE-SILTING

Sl. No.	Non-Compliance	Penalty Amount
1	Pre-monsoon de-silting not completed on time	5% of de-silting payment per week of delay (max 25%)
2	Post-monsoon de-silting not completed on time	5% of de-silting payment per week of delay (max 15%)
3	Silt/sludge left on roadside after de-silting	Rs. 1,000 per location per day
4	Drain not fully cleaned / incomplete de-silting	Rs. 1,000 per stretch per day
5	No immediate lifting of de-silted materials	Rs. 1,000 per instance
6	No pre- and post-measurements recorded	Rs. 500 per day
7	Wrong reporting / false de-silting claim	Rs. 3,000 per stretch + stoppage of payment
8	Safety norms not followed (no barricading/cones)	Rs. 500 per location
9	Traffic obstruction caused during work	Rs. 500 per instance
10	Failure to report drain blockage/obstruction	Rs. 300 per incident

7.0 Works Other than Public Streets

I. COMMON AREAS WITHIN MARKETS & HAATS

21. Designated market and haat areas shall be cleaned twice daily (Morning and Evening) to maintain zero-litter conditions throughout operational hours.
22. For large markets: 8 sweepers; for medium/small markets or haats: 5 sweepers shall be provided.
23. Public litter bins within and around market areas shall be emptied twice daily or more frequently to avoid overflow.
24. Post regular sweeping, a mass cleaning shall be conducted daily within each assigned ward from 10:30 AM to 11:30 AM.
25. Supervisors shall conduct mid-day verification (around 10:00 AM) to ensure Zero Visible Litter across all market and commercial stretches.

Sl. No.	Non-Compliance	Penalty Amount
1	Failure to conduct twice-daily sweeping in market areas	Rs. 5,000 per day per market
2	Non-maintenance of visible cleanliness in market	Rs. 3,000 per instance

3	Waste found in heaps/accumulated in market area	Rs. 5,000 per instance
4	Overflow of public litter bins	Rs. 500 per litter bin
5	Non-submission of mid-day verification report by Supervisor	Rs. 2,000 per instance
6	Non-compliance with daily mass cleaning (10:30–11:30 AM)	Rs. 3,000 per ward per day

II. CLEANING OF ALL GOVERNMENT OFFICE PREMISES

26. Daily sweeping and cleaning of both inside and outside premises of all Offices under the jurisdiction shall be ensured.
27. Bush cutting and vegetation clearance around each Office shall be carried out once every month or more frequently if required.
28. Any deviation shall lead to a penalty of Rs. 500 per day per office.

III. CLEANING OF GOVERNMENT SCHOOLS AND CREMATORIUMS

29. The Agency shall undertake cleaning services of outside areas within Government School premises and entire inside area of Crematoriums, once a week or as directed.
30. For Government Schools: bush/shrub cutting, cleaning of pathways, collection and removal of rubbish and garden waste.
31. For Crematoriums: thorough cleaning of cremation platforms, halls, sheds, waiting areas, internal pathways, and removal of ash residue, floral waste, and litter.
32. Penalty for non-performance: Rs. 500 per location per instance, deductible from running bill.

8.0 Manpower Deployment Obligations

I. GENERAL OBLIGATIONS

33. Minimum one sweeper for every 750 metres of road length. Each 750-metre stretch is termed a "beat".
34. Each worker shall mark attendance three times daily through Aadhaar Enabled Biometric Attendance System (AEBAS) or any biometric system introduced by the Municipality: Morning Shift First: 04:45 AM – 05:30 AM (congregation point); Morning Shift Second: 09:00 AM – 09:45 AM (beat); Morning Shift Third: 12:00 Noon – 01:00 PM (dispersal point).
35. One (1) Supervisor shall be deployed for every twenty (20) sanitation workers to monitor field operations, attendance, and performance.
36. The Agency shall maintain a reliever strength of 1/7th of total workers to ensure 100% daily manpower availability covering weekly offs and leaves.
37. The manpower provided by the Municipality for sanitation services may be engaged for door-to-door collection activities in addition to their primary duties. The Agency shall schedule their shifts efficiently to cover both sweeping/cleaning and door-to-door collection within permissible working hours without violating labour laws.

Sl. No.	Non-Compliance	Penalty Amount
1	Non-deployment of minimum sweepers	Rs. 500 per worker per day
2	One missing biometric punch	Rs. 200 per worker per day
3	Two missing biometric punches (treated as absence)	Full absence penalty applicable
4	Non-presence of Supervisor	Rs. 500 per supervisor per day
5	Supervisor failing to submit daily End-of-Shift report	Rs. 2,000 per supervisor per day
6	Workers not in prescribed uniform/PPE	Rs. 300 per instance
7	Non-payment of minimum wages / statutory non-compliance	5% of total monthly bill amount

II. EMPLOYMENT NORMS AND STATUTORY COMPLIANCES

38. The age limit of cleaning workers shall not be below 20 years or above 50 years as on the scheduled completion date of contract.
39. The Agency shall comply with all applicable labour laws, including payment of Minimum Wages (Unskilled category for sweepers; Semi-skilled for supervisors).
40. The Agency shall ensure payment of EPF, ESI, and all other statutory dues. Salary shall be paid through electronic mode (bank transfer) by the 7th of each subsequent month.
41. The Agency shall provide PPE (mask, gloves, apron, gumboots) and liveries (raincoat for monsoon, windcheater for winter) to all workers.
42. Health check-ups shall be conducted as per statute.

4. CONTRACT AGREEMENT

Baragada Municipality shall enter into a Contract Agreement with the Successful Applicant. The Project period shall be 1 (one) year from the date of Commercial Operation Date as declared by the Municipality, and shall be further renewable on a year-on-year basis upon satisfactory work performance and mutual consent. The services to be performed by the Agency shall be considered as emergency services and provisions of ESMA Act shall also be applicable along with the Indian Contracts Act, Labour Act, or any other Act as deemed applicable.

5. CONDITIONS PRECEDENT TO SIGNING OF CONTRACT

43. Must have submitted the Performance Security within 7 days from the date of Letter of Award (LoA).
44. Must have acknowledged the LoA within 3 days from its issuance.
45. Must have submitted 2 nos. of Notarized Stamp Paper of Rs. 100/- value each within 7 days from date of LoA. Non-compliance with any or all of the above conditions shall lead to cancellation of the Letter of Award.

6. CONDITIONS PRECEDENT TO ISSUANCE OF WORK ORDER

46. Must submit beat-wise deployment of Sweepers, Supervisors, ESI and EPF numbers, Aadhaar numbers, and official contact numbers of Supervisors.
47. Must submit stretch-wise deployment of Bush Cutting workers.
48. Must submit drain-wise deployment plan for de-silting covering the all drain network.
49. Must submit a declaration towards arrangement of requisite pushcarts, brooms, belcha, uniforms, tools and equipment as specified, and confirmation regarding deployment of Helpers/Loaders for sanitation worker. The above conditions precedent must be complied within 15 days from the signing of Agreement, failing which a penalty of Rs. 2,000 per day of delay shall be levied. In case of persisting delay beyond another 15 days, the Agreement shall be terminated.

7. IT-BASED MONITORING

Performance monitoring of sanitation activities shall be done through IT-based monitoring systems. All associated costs shall be borne by the Agency.

Sl.	System	Components	Remarks
1	Bio-Metric Attendance System (Face Recognition)	Attendance of all manpower at designated points	Agency to use existing system of the Municipality for attendance marking

2	Sanitation Monitoring App	Vehicle tracking, door-to-door coverage reporting, grievance registration & redressal	Agency to redress grievances and update status through the designated application.
3	Walkie Talkie	Real-time communication between Manager, Ward Coordinators and Supervisors	Agency to provide as per ULB requirement.
4	Command Centre Personnel	Monitoring of sweeping and all sanitation work grievance redressal	Agency to deploy one (1) trained personnel (minimum Graduate) full-time at ULB office.

8. RESOURCE DEPLOYMENT AND PLANNING

Sl.	Component	Standard
1	Street Sweeping — Residential (Sweepers)	1 sweeper per 750 m of road length; once daily.
2	Street Sweeping — Commercial (Sweepers)	1 sweeper per 750 m; twice daily (morning and evening).
3	Street Sweeping — Supervisors	1 supervisor for every 20 sweepers.
4	Pushcarts for Street Sweeping	1 pushcart for every 2 sweepers.
5	Bush Cutting / Unpaved Conservancy	1 worker per 650 m length as per approved plan.
6	Drain De-silting (Total: ~98 km)	1 gang (approx. 5 workers + 1 supervisor) per 500 m of drain per day, or as directed by the Municipality.

9. PAYMENT TERMS

50. The Municipality will pay fees to the Agency as per approved rates by tender committee for: (a) Street Sweeping including paved conservancy lane cleaning (b) Bush Cutting, Drain De-silting, Paved & Unpaved Conservancy Cleaning, and handling of Loose C&D and Green Waste.
51. Fees are linked to service delivery performance. The Municipality or its authorized representative shall verify work performance through various mechanisms.
52. The Agency shall produce invoice to the Executive Officer, Baragada Municipality, in the first week of each month for the preceding month. Payment shall be made within 45 days from submission of proper documents.
53. If payment is delayed beyond 45 days, the Municipality may release at least 60% of billed value to enable the Agency to maintain smooth operations.
54. All bills shall be subject to internal audit and compliances of the Municipality.
55. No work stoppage shall be permitted on grounds of non-payment.

10. ESCALATION

Escalation shall be applicable only after completion of every 1 (one) year from the date of commencement of the contract upon renewal. The escalation shall be limited solely to the labour component and only to the extent of the differential increase in the minimum wage rate multiplied with the minimum number of workers and

supervisors as per the RFP/Agreement. No escalation shall be allowed towards fuel, repair and maintenance of equipment, bush-cutting machinery, or any other cost component.

11. GENERAL NON-PERFORMANCE PENALTY

Sl. No.	Non-Compliance	Penalty Amount
1	Work stoppage / non-performance despite availability of access and conducive conditions	Rs. 40,000 per day
2	Failure to deploy adequate workforce / machinery for emergency situations	As assessed by Municipality (up to Rs. 40,000 per day)
3	Non-compliance with conditions precedent to Work Order within stipulated time	Rs. 2,000 per day of delay
4	Failure to deploy required Helpers/Loaders for Municipality's existing fleet affecting collection operations	Rs. 3,000 per vehicle per day

12. EMERGENCY SITUATIONS

In emergency situations such as natural or man-made disasters, the Agency shall proactively carry out sanitation activities to clear all roads and transport waste to designated sites. The Agency shall deploy adequate manpower and resources as required during emergency situations. In such cases, the Agency shall be paid by the Municipality for services rendered as per the payment mechanism decided by the Municipality. The agency shall also ensure providing of additional manpower as when required in such cases, the Agency shall be paid by the Municipality for services rendered as per the payment mechanism decided by the Municipality.

13. DISPUTE RESOLUTION

Any dispute, difference or controversy arising under, out of, or in relation to this tender or Work Order between the Municipality and the Agency shall, in the first instance, be attempted to be resolved amicably. A discussion shall be held within 7 (seven) days from the date of reference. If not resolved within 30 (thirty) days of such meeting, the dispute shall be decided by the Civil Court of competent jurisdiction at Baragada, Odisha. There shall be no arbitration between the Parties. The provisions of Arbitration & Conciliation Act, 1996 shall have no application to the present work.

14.FORCE MAJEURE

"Force Majeure Event" means any event or circumstances beyond the reasonable control of the affected party which materially and adversely affects such party's performance of its obligations. As soon as practicable and within 7 (seven) days from occurrence of a Force Majeure Event, the Affected Party shall notify the other Party. If the Force Majeure Event is likely to continue beyond 6 (six) months, the parties may mutually decide to terminate or continue the Agreement on revised terms.

15. TERMINATION

A. TERMINATION BY MUNICIPALITY

The Municipality may terminate the Agreement by giving 30 (thirty) days' written notice if: (a) the Agency fails to commence or execute work as per timelines/standards; (b) the Agency persistently neglects obligations despite warnings; (c) the Agency engages in fraudulent practices or misrepresentation; (d) the Agency fails to comply with lawful directions; or (e) the Agency is declared insolvent or ceases business. Before invoking termination, the Municipality shall issue a Show Cause Notice granting 15 days to rectify deficiencies.

B. TERMINATION BY AGENCY

The Agency may terminate the Agreement due to material breach by the Municipality not remedied within 60 (sixty) days of written notice, or any change in law having a material adverse effect on the Agency's ability to implement the project.

16. LIABILITY AND INDEMNITY

The Agency shall indemnify, defend and hold Baragada Municipality harmless against any and all third-party claims, actions, suits or proceedings for any loss of or damage to property, or death or injury, arising out of breach by the Agency of any of its obligations under the Work Order/Agreement. The Municipality remains indemnified even if the Agreement ends pre-maturely until all obligations are addressed.

17. BRIEF DESCRIPTION OF THE BIDDING PROCESS

Baragada Municipality invites Applicants through an open competitive bidding process to submit their proposals for this Project. An Applicant must be a Single Legal Entity. The Bidding Process is a two-stage process: (i) Technical Evaluation followed by (ii) Financial Bid opening.

18. SCHEDULE OF BIDDING PROCESS

Sl.	Description	Critical Dates
1	Period of availability of tender document	From 13.08.2026 (10.00 AM) to 20.08.2026 (11.00AM)
2	Submission of pre-bid queries to: eo.Baragada@odisha.gov.in	14.08.2026 at 11.00AM
3	Response of pre-bid queries	14.08.2026 at 05.00PM
4	Last date and time for submission of Proposal (online)	20.08.2026 at 04.00 PM
5	Date and time of opening of Technical Proposal and scouting of Technical Evaluation.	21.08.2026 (11.00AM)
6	Date & Time of Technical Presentation	24.08.2026 (11.00 AM)
7	Date & Time of opening of Financial Proposal	24.08.2026 (03.00 PM)

19. INSTRUCTIONS TO APPLICANTS

A. GENERAL

56. Applicants shall carry out their own surveys, investigations and detailed examination of the project before submitting Bids.
57. The Bid shall be duly signed by the Applicant's authorized signatory and affixed with the official seal of the Applicant.
58. The Applicant shall submit a Bid Security of Rs. 1% of Annual Project Cost in the form of a Demand Draft or Bank Guarantee from a Scheduled Commercial Bank, valid for more than 180 days, in favour of the Executive Officer, Baragada Municipality.
59. The Applicant shall submit a Power of Attorney authorising the signatory of the Bid.
60. Any condition or qualification inconsistent with the Bidding Documents may render the Bid liable to rejection.
61. The Bid and all communications shall be in the English or Odia language.
62. A Document Fee of Rs. 20,000/- (Rupees Twenty Thousand Only) shall be paid online through the e-procurement portal.
63. Labour Wages, EPF, ESI & Labow Cess
The rates towards Labour Wages, EPF, ESI and Labour Cess shall remain fixed as per applicable Government norms. The bidder shall quote only the percentage on Overhead Service Charge, which

shall not be less than or more than 3.85%. Any bid quoting below or above 3.85% shall be treated as non-responsive and liable for rejection.

64. Bid Security (EMD)

The bidder shall furnish Bid Security @ 1% of the estimated cost

65. The bidders must to submit the hard copy of the bid document to this office through Speed Post /

Registered Post / Courier only on or before 20-08-2026 by 05.00 PM.

66. The successful bidder shall have to provide separate sheet of EPF and ESI under baragada municipality through electronic challan return (ECR)

20. MINIMUM ELIGIBILITY CRITERIA

Sl.	Criteria	Required Documents
1	TECHNICAL CRITERIA	
1a	Experience in providing comprehensive sanitation & cleaning services including Street Sweeping, Bush Cutting, Drain De-silting or MSW Handling, under a single contract/Workorder, awarded by any ULB having population of 70 thousand (Seventy thousand or above. Ongoing assignment will also be considered	Work Order/Experience Certificate stating road length, no. of sanitation workers
2	FINANCIAL CRITERIA	
2a	Minimum annual average turnover of Rs. 3.00 Crore in last 3 Financial Years out of (FY 2022-23, 2023-24, 2024-25 and 2025-26).	Audited financial statements with valid UDIN, duly certified by CA / Statutory Auditor.
2b	Minimum Net Worth of Rs. 1.00 Crore (Organization/ Promotor/Director of the Organization will be Considered) as on 31.03.2025.	Certificate from CA / Statutory Auditor.
3	GENERAL CRITERIA	
3a	The Applicant/Bidder must be a Proprietor firm or Private Limited Company having all valid license as applicable. Partnership Firms, LLPs, Companies, Joint Ventures/Consortiums, Societies and Trusts shall not be eligible to participate in the tender	Certificate of Incorporation / Registration Certificate / Deed of Partnership / GST Registration as applicable.
3b	Valid PAN Number.	Copy of PAN Card.
3c	Must not be blacklisted by any State/Central Government or its agency as on bid submission date.	Notarized Affidavit on Non-Judicial Stamp Paper of Rs. 100/-.
3d	The Applicant/Bidder shall not be a Joint Venture (JV) or consortium comprising two or more firms. The bid must be submitted by a single firm/entity in its own name.	Declaration in Application Form.
3e	Must have valid GST Registration and GST Challan Latest	The bidder must have a valid GST Registration Certificate and Challan Latest
3f	VALID labour license of 500 Manpower	Minimum 500 Manpower

21. TECHNICAL EVALUATION CRITERIA

Sl.	Criteria		Marks
1	Experience in comprehensive sanitation services (Street Sweeping + Door-to-Door	Experience 03 ULBs or Above: 30 Marks	30 Marks

	Collection + Bush Cutting/Drain De-silting/MSW Handling) under a single contract for a ULB with population ≥ 70 thousand: • (Copies of supporting work order issued by respective authorities), Ongoing assignment will also be considered	02 ULBs: 20 Marks 01 ULB: 10 Marks	
2	Annual average turnover in last 3 FYs (FY 2022-23, 2023-24, 2024-25 and 2025-26):	Annual average turnover Up to Rs. 3 Crore:05Marks Rs. 3 Crore to Rs. 6 Crore :05 Marks Rs. 6 Crore to Above :05Marks	15 Marks
3	ISO Certification for Scope of activities • Manpower supplier. • Sanitation. • Waste Management Services	For ISO certificate subject to ISO 9001: 2015: - 2 Marks ISO 45001: 2018,- 2 Marks ISO 14001: 2015,- 2 Marks ISO SA 8000-2014- 2 Marks ISO 37500-2014- 2 Marks ISO/IEC 20000-1:2018 2 Marks ISO 27001:2022 -3 Marks	15 Marks
4	The presentation (max.20 Slide) The presentation will be delivered in person at the Baragada Municipality Office , and virtual presentations shall not be accepted. The proposed approach should demonstrate efficient manpower deployment, route planning, monitoring mechanisms, performance tracking, citizen grievance redressal, and adherence to prescribed service standards for maintaining urban cleanliness and sanitation.	• Approach & methodology- 10Marks • Route Planning & Monitoring Mechanism -10Marks • Coordination & Supervision Planning of work order & Duty bearer-10Marks • Performance Tracking & Citizen Grievance redressal System-10Marks	40 Marks
Total Marks			100 Marks

Applicants scoring 70 or more out of 100 marks in technical evaluation shall be eligible for financial bid opening.

21.1 Minimum Technical Qualification

An Applicant must secure a minimum of 70 marks out of 100 in the Technical Evaluation to qualify for opening of its Financial Bid. Only Applicants achieving the minimum qualifying Technical Score shall be considered for the Financial Evaluation.

22. QUALITY AND COST BASED SELECTION (QCBS)

The selection of the successful Applicant shall be made through the Quality and Cost Based Selection (QCBS) method.

The weightage for Technical and Financial Evaluation shall be:

Component	Weightage
Technical Evaluation	70%

Financial Evaluation	30%
Total	100%

The final score of each technically qualified Applicant shall be calculated as follows:

Final QCBS Score = Technical Score × 70% + Financial Score × 30%

The Applicant obtaining the highest Final QCBS Score shall be ranked H1 and shall be declared the Preferred Applicant, subject to being responsive in all respects and fulfilment of all tender conditions.

23. EVALUATION OF FINANCIAL BID

The Financial Bids of only those Applicants who qualify in the Technical Evaluation by securing 80 or more marks out of 100 shall be opened on the notified date through the e-procurement portal, www.tendersodisha.gov.in.

The Financial Score shall be calculated using the following formula:

Financial Score (F) = (Lowest Quoted Price / Applicant's Quoted Price) × 100

Where:

- Lowest Quoted Price = Lowest Annual Operating Cost quoted by any technically qualified Applicant.
- Applicant's Quoted Price = Annual Operating Cost quoted by the respective Applicant.

The Financial Score shall be calculated up to two decimal places.

24. CALCULATION OF FINAL QCBS SCORE

The Final QCBS Score shall be calculated using the following formula:

Final QCBS Score = (T × 0.70) + (F × 0.30)

Where:

- T = Technical Score of the Applicant out of 100.
- F = Financial Score of the Applicant out of 100.

Illustration:

Applicant	Technical Score (100)	Technical Weighted Score (70%)	Financial Score (100)	Financial Weighted Score (30%)	Final QCBS Score
A	90	63.00	85.00	25.50	88.50
B	85	59.50	100.00	30.00	89.50
C	95	66.50	70.00	21.00	87.50

In the above example, Applicant B shall be ranked L1, because it obtains the highest combined score.

25. AWARD OF CONTRACT

The Applicant obtaining the highest Final QCBS Score (H1) and found responsive in all respects shall be declared the Preferred Applicant and shall be issued the Letter of Award (LoA) by Bargarh Municipality.

The award shall be subject to fulfilment of all conditions stipulated in the RFP/Tender Document and applicable Government rules and regulations.

Selection shall be based on the combined Technical and Financial Score under the QCBS methodology.

26. FAILURE OF THE PREFERRED APPLICANT

If the Preferred Applicant (H1):

- a) fails to accept the Letter of Award within the stipulated period; or
- b) fails to furnish the required Performance Security within the prescribed time; or
- c) fails to execute the Agreement within the prescribed period,

The Municipality reserves the right to cancel the award and, subject to applicable rules and approval of the competent authority, consider the next-ranked Applicant for award of the contract in accordance with the applicable tender conditions.

The Municipality may also initiate appropriate action against the defaulting Applicant, including forfeiture of Bid Security/Performance Security, debarment/blacklisting, or any other action permissible under the tender conditions and applicable Government rules.

27. FINAL RANKING

After completion of Technical and Financial Evaluation, the Evaluation Committee shall prepare the QCBS Comparative Statement showing:

1. Technical Score;
2. Technical Weighted Score (70%);
3. Financial Quoted Price;
4. Financial Score;
5. Financial Weighted Score (30%); and
6. Final QCBS Score.

The Applicants shall be ranked in descending order of Final QCBS Score, and the Applicant obtaining the highest score shall be ranked L1.

The L1 Applicant shall be considered for award of the contract in accordance with the terms and conditions of the RFP.

28. BID SECURITY

1. Bid Security shall be 1% of the Annual Project Cost (as notified in the NIT) through online mode via www.tendersodisha.gov.in or in the form of a Bank Guarantee from a Scheduled Commercial Bank addressed to the Executive Officer, Baragada Municipality. Exemption as per OGFR 2023 for MSEs.
2. Any Bid not accompanied by the Bid Security shall be summarily rejected.
3. The Bid Security of unsuccessful Applicants will be returned without interest after execution of the Contract Agreement with the Selected Bidder.
4. The Successful Bidder's Bid Security will be returned upon signing of the Contract Agreement and furnishing a Performance Security of 5% of the Annual Project Cost in the form of a Bank Guarantee.

29. BID VALIDITY

Bids shall be valid for a period of not less than 180 days from the Bid Submission Deadline. Validity may be extended by mutual consent.

30. FRAUD AND CORRUPT PRACTICES

The Applicants and their officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Any Applicant found to have engaged directly or indirectly in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice shall be disqualified, the Bid Security shall be forfeited, and the Applicant shall not be eligible to participate in any tender issued by Baragada Municipality for a period of 5 (five) years.

APPENDIX I — LETTER FOR THE BID

[On the letter head of the Bidder]

No: _____ Dated: _____

To,
The Executive Officer,
Baragada Municipality,
Baragada, Odisha

Sub: Submission of Request for Proposal for Street Sweeping, Bush Cutting, Drain De-silting, Single Package (All 19 Wards), Baragada Municipality.

Sir/Madam,

With reference to your RFP dated, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

5. I/We acknowledge that Baragada Municipality will be relying on the information provided in the Bid and I/we certify that all information provided is true and correct.
6. I/We shall make available to the Municipality any additional information it may find necessary to authenticate the submissions.
7. I/We acknowledge the right of the Municipality to reject our Bid without assigning any reason.
8. I/We certify that in the last three years, we have neither failed to perform on any contract, nor been expelled from any project by any public authority.
9. I/We certify that we are not barred/blacklisted by the Government of Odisha, any other State Government, or the Government of India from participating in similar projects.
10. I/We declare that we do not have any Conflict of Interest and have not engaged in any corrupt, fraudulent, coercive, undesirable or restrictive practice.
11. I/We agree that we have not submitted the bid as a Joint Venture.

Yours faithfully,

Date: _____ (Signature of the authorised signatory with seal)

Place: _____ (Name and Designation of the authorised signatory)

APPENDIX II — BANK GUARANTEE FOR BID SECURITY

Address of the Guarantor Bank: []

Address of the Beneficiary: The Executive Officer, Baragada Municipality, Baragada, Odisha

We, the undersigned [] (the "Guarantor"), in order to enable [] to bid for the implementation of the project named "Street Sweeping, Bush Cutting, Drain De-silting, Door-to-Door Collection and Transportation of Waste — Single Package, Baragada Municipality" in the town of Baragada, State of Odisha, hereby irrevocably and independently guarantee to pay to you an amount up to a total of Rs. _____ (Rupees _____ only) waiving all objections and defences.

This guarantee shall remain in full force for a period of 180 days from the Bid Submission Deadline. This guarantee is governed by the laws of India and shall be subject to the exclusive jurisdiction of the Courts at Baragada, Odisha.

Date: _____ Guarantor: _____

APPENDIX III — POWER OF ATTORNEY FOR SIGNING OF BID

(To be executed on Stamp Paper of appropriate value)

I/We [] (name of the company/firm) incorporated/registered under the laws of India and having its registered office at [] do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms. [], son/daughter/wife of [], presently employed with us and holding the position of [], as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, matters and things as are necessary or required in connection with submission of our Bid for the Project namely Street Sweeping, Bush Cutting, Drain De-silting, Door-to-Door Collection and Transportation of Waste — Single Package pursuant to the RFP issued by Baragada Municipality.

Signature: _____

Name, Title and Address: _____

(Notarised)

APPENDIX IV — ANTI-COLLUSION CERTIFICATE

(To be executed on Stamp Paper of appropriate value)

We undertake that, in competing for (and, if the award is made to us, in executing) the Project, we will strictly observe the laws against fraud and corruption in force in India, namely the Prevention of Corruption Act, 1988 and its subsequent amendments.

We hereby certify and confirm that in the preparation and submission of our Bid, we have not acted in concert or in collusion with any other Bidder or other person(s) and also have not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Bid.

Dated this day of, 2026

(Name of the Bidder)

(Signature of the Bidder / Authorised Person with seal)

(Name of the Authorised Person)

APPENDIX VI — AFFIDAVIT BY BIDDER (BLACKLISTING)

(Not below denomination of Rs. 100/- in Non-Judicial Stamp Paper)

AFFIDAVIT

I, Sri, Aged Son/Daughter of Sri, Address:, Power of Attorney Holder of M/s (Firm/Company Name) hereby declare that I/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.

I/We also declare that we are not barred by the Government of Odisha, any other State Government in India or the Government of India, or any public agencies from participating in similar projects as on [+] (Bid Submission Deadline).

The facts stated above are true to the best of my knowledge. This Affidavit is required to be produced before the Executive Officer, Baragada Municipality for necessary information and action.

Dated this day of, 2026

Identified by Me
Advocate

Deponent

// Sworn Before Me //

Notary Public: Baragada

Deponent

APPENDIX VII — FORMAT FOR TECHNICAL CAPACITY OF BIDDER

(Project Information Sheet)

Item	Particulars
Name of the Bidder	
Project Title	
Project Location	
Name of the ULB / Government Authority	
Name, Address & Contact details of Client	
Length of Road (km)	
Number of Labours Employed	
Door-to-Door Collection Coverage (Households)	
Date of Commencement of Project	
Date of Completion / Ongoing	
Nature of Services Provided	
Satisfactory Performance Certificate (Yes/No)	

Yours faithfully,

Date: _____ (Signature of the authorized signatory with seal)

Place: _____ (Name and Designation of the authorized signatory)

--- End of Document ---

Baragada Municipality, Baragada, Odisha | Swachh Bharat Mission (Urban)