

**GOVT. OF ODISHA**  
**HOUSING & URBAN DEVELOPMENT DEPARTMENT**

**TENDER DOCUMENT**  
**FOR**  
**PRIVATISATION OF SANITATION WORKS**



**JALESWAR MUNICIPALITY**  
**BALASORE**



# OFFICE OF THE MUNICIPAL COUNCIL, JALESWAR

Tel. No. 06781-222407

Address: Near Tahasil Office, Jaleswar,  
756032

E-mail:- [jaleswarmunicipality@gmail.com](mailto:jaleswarmunicipality@gmail.com)

Ref. No 2727

Date 10/07/24

## E-Procurement Notice

**Bid Identification No - JM 02 2024 25**

### Notice Inviting to Detailed Tender Call Notice

**Name of the work:-** "Privatisation of Sweeping of roads, cleaning of drains & Bush uprooting in both sides of roads and lifting of Municipal Solid Waste separately Wet & Dry Waste including other waste to the identified Micro Composting Centre (MCC) / Material Recovery facility (MRF) /Landfill Site/ Disposal Centers located at different places from W.No-1 to W.No.-17 within the Jaleswar Municipality area"

Cost of DTCN	: - The Cost of Tender documents is 20,000/-
EMD	: - 1% of the total yearly estimated cost.
Period of contract	: - 1 year (from 01.08.2024 to 31.07.2025)
Start Date of Sale/download of DTCN	: - 11.00 A.M. of dt.12.07.2024
Last Date of receiving pre-bid Queries	: - Upto 4.00 P.M. of dt.16.07.2024 (through e-mail only)
Last Date of Receipt of Tender	: - Upto 5.30 P.M. of dt.25.07.2024
Date of pre bid meeting	: - 04.30 P.M. on dt.16.07.2024 (In the Office Chamber of the Executive Officer, Jaleswar Municipality)
Date of Opening of Technical Bid	: - 11.00 A.M. on dt.26.07.2024
Date of opening of Financial Bid	: - 11.00 A.M. on dt.29.07.2024

Further Details can be seen/ downloading from e-procurement portal i.e. <https://www.tendersodisha.gov.in/nicgep/app>.

  
Executive Officer  
Jaleswar Municipality

MemoNo. 2728 /Dt. 10/07/24

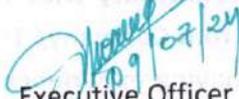
Copy to the Director, I&PR Deptt., Bhubaneswar for publication of Notice Inviting to Detailed Tender Call Notice in their two esteemed daily, one in odia daily and other in English daily once in with font size 6 and there is no space between sentences for the information of general public and submit the bills in duplicate along with copy of above publication for necessary payment at this end. You are further requested to submit a copy of the above publication to the undersigned at Office of the Jaleswar Municipality, Jaleswar for official record.

  
Executive Officer  
Jaleswar Municipality

DETAILED TENDER CALL NOTICE

Memo No. 2729 /Dt. 10/07/24

Copy submitted to the Collector & District Magistrate, Balasore for favour of kind information.

  
Executive Officer  
Jaleswar Municipality

Memo No. 2732 /Dt. 10/07/24

Copy submitted to the P.D,DUDA,Balasore/ Sub-Collector,Balasore/Asst. Executive Engineer, Jaleswar Electrical Division, Jaleswar/ Asst. Executive Engineer, R & B Division, Jaleswar/Tahasildar, Jaleswar /D.I.P.R.O, Balasore/ C.D.M.O, Balasore/ for information with a request to display the Detailed Tender Call Notice in their respective notice board for wide publication.

  
Executive Officer  
Jaleswar Municipality

Memo No. 2733 /Dt. 10/07/24

Copy forwarded to the District NIC Office, Balasore for hoisting the same in [www.baleswar.nic.in/](http://www.baleswar.nic.in/) MIS, Jaleswar Municipality for hoisting it in [www.Jaleswarmunicipality.in](http://www.Jaleswarmunicipality.in/) /Office Notice Board, Jaleswar Municipality as per scheduled above for wide publication.

  
Executive Officer  
Jaleswar Municipality

Memo No. 2734 /Dt. 10/07/24

Copy to the Municipal Engineer, Jaleswar Municipality/ Health Officer, Jaleswar Municipality, Jaleswar for information with a direction to check the DTCN before uploading in the websites.

  
Executive Officer  
Jaleswar Municipality

## DETAILED TENDER CALL NOTICE

Jaleswar Municipality on behalf of Jaleswar Municipal Council invites sealed proposal in conformity with Tender documents in Two Bid System (Part-I: Technical Bid and Part-II: Price Bid) from Company/ Trust/ Society/ NGO/ Firms/ Agency/ Entrepreneur satisfying the eligibility criteria & having experience in similar nature of the works for the following solid waste management project under Jaleswar Municipality.

Sl No.	Name of the work	Period of contact	Cost of tender document	E.M.D.
1.	Sweeping of roads, desilting of drains & Bush uprooting in both sides of roads, and transportation of Municipal Solid Waste including other waste to the identified Landfill/ Disposal Centers located at different places within Jaleswar Municipality area"	From 01/08/2024 to 31/07/2025 or as per the decision of the Municipal authority.  <u>Estimated cost:-</u>  Rs.1,99,23,532.00/ Year	Rs. 20,000.00	1% of the yearly estimated cost

1. The details of the notice of the bid can be seen in the District website: <http://www.baleswar.nic.in> & [www.jaleswarmunicipality.in](http://www.jaleswarmunicipality.in).
2. The Tender shall be received both through <https://www.tendersodisha.gov.in/nicgep/app> and the hard copy of the tender should be sent to the Office of the Executive Officer, Jaleswar Municipality in tender box / through Regd.Post/ Speed Post only addressed to the "Executive Officer, Jaleswar Municipality, Jaleswar" on or before the closing of tender. The authority will not be held responsible for the postal delay (if any), in delivery of the documents and non-receipt of the same in time.
3. The bid Part-I (General & Techno commercial) will be opened at 11.00 AM on 26.07.2024 in presence of the bidder or their authorized representatives only in the Office of the Executive Officer, Jaleswar Municipality located at Jaleswar Municipality, Nuabazar, Jaleswar. The opening of price/ financial bid for the bidders qualifying in the General & Techno commercial bid will be at 11.00 AM on dt. 29.07.2024 .

This DTCN is not an offer and is issued with no commitment. Jaleswar Municipality reserves the right to amend or withdraw any of the terms and conditions contained in the DTCN document at any stage. **Jaleswar Municipality also reserves the right to reject any or all bid at any stage, without giving any notice or assigning any reason. The decision of Jaleswar Municipality in this regard shall be final and binding on all.**

  
Executive Officer  
Jaleswar Municipality

### **Eligibility criteria:**

The technical bid shall be accompanied with self-attested photo copy of following requisite documents failing which the bid shall be rejected out rightly.

### **Minimum Eligibility Criteria**

- a. Bid document cost & EMD in online mode.
- b. Should be registered in India as a Company, Firm, Society or a Trust. **Proprietorship Firms are not allowed.**
- c. **Consortium is not allowed.**
- d. Should have an average Annual Turnover of Rs. 3 crores or more during the last three financial years (2020-21, 2021-22 & 2022-23). Photocopy of the audited Profit & Loss Statement of the last three financial years in support of the turnover certificate must be submitted along the income tax returns. Provisional statement is allowed.
- e. Should have minimum **3 year of similar working experience** in any ULBs in India.
- f. Should have enrolled at least 100 employees as on date of bid submission. EPF Challan & payment confirmation slip of last 3 months must be submitted in support.
- g. The Bidder must not have been blacklisted or debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/-.
- h. Must have valid labour license for at least 100 workers.
- i. Must have ISO 9001 & ISO 14001 certification.
- j. Must be registered under EPF.
- k. Must be registered under ESI.
- l. Must have a PAN.
- m. Must have GST registration number.
- n. Must have own bank account. Statement of last 3 months must be submitted in support.
- o. **The firm shall not be allowed to give the work in sublet to any other firm/agency by any means.**
- p. **The bidders must have to participate in ONLINE bidding in [www.tenderodisha.gov.in](http://www.tenderodisha.gov.in). Also submit the hard copies of all the tender documents in the office of the Executive Officer, Jaleswar Municipality before closing of the tender. Otherwise the bid may be automatically rejected.**
- q. Any addendum/corrigendum/cancellation of tender can also be seen in the above said websites only.

Signature of the Bidder

  
Executive Officer  
Jaleswar Municipality

## Scope of Work

### (1) Sweeping of Roads:

The entire geographical area of ward no-1 to ward no-17 should remain always clean i.e. throughout the day. The solid wastes generated in the area are to be collected from various sources like: Biodegradable and non-degradable solid waste should be separately collected.

- a. Sweeping of the entire ward area both road and road sides.
- b. Lifting of garbages from all Municipal primary collection point.
- c. Lifting of garbages from market places including commercial/industrial institutional units.
- d. Lifting of dead animals and carcasses
- e. All Municipal drains including earthen drains should be clean and waste including silt deposition should be lifted out side.
- f. Commercial areas, Market areas and prominent roads are to be swept two times daily.
- g. Removal dust and sand lying on the roads(if any)
- h. Affixing services provider's name, ward supervisor's name & their contact nos. in conspicuous places inside the wards so as to migrate the complains of the public without any delay.

### (2) Cutting & Uprooting of Road side Bushes:

The bushes & shrubs from roadside beams & conservancy lanes are to be cleaned by the agency at regular interval of time.

### (3) Cleaning & Desilting of Drains & Transportation of solid waste:

The road side drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid chocking of the drains & the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side & temporary collection points identified by Jaleswar Municipality from which daily lifting is to be made to the temporary dumping point by the agency.

All type of solid wastes separately collected from different places is to be start separately at the identified primary collection point of the Municipality. There after the same are to be suitably loaded in to transporting vehicles with green covered such as truck/mini truck/tractors as per requirements and shall have to be transported to the approved dumping yards /MRF centre identified by the Municipality and will be unloaded systematically by the agency as per direction of the officer in-charge of the Municipality. The cost of transportation should include the cost of labourers for loading and unloading of solid waste in to the vehicles and the wages of the drivers/helpers attached to the vehicles. **In no case solid wastes generated on a day shall be retained in the area for more than 24 hours.**

**The bidder must be given an undertaking towards execution of transportation of waste as per the estimate prepared by the authority for each package at the time of submission of bid documents.**

Signature of the Bidder

  
Executive Officer  
Jaleswar Municipality

**(4) Service delivery performance Criteria:**

The performance monitoring and evaluation of service delivery has been institutionalized through Service Level Benchmarking and the purpose and objective of the assignment should be to Improve and achieve the National Level Benchmark. With this target as well as the underlying constraints In mind the operator has to achieve the following performance levels.

<b>Parameter Description</b>	<b>Minimum Achievement Target</b>	<b>Actual monthly Achievement</b>	<b>Non Compliance Penalty</b>
Street Sweeping	95% coverage	Total road length in the service area.	0.5% of monthly bill for every 5% short fall or part thereof.
Drain Cleaning	95%	Total drain cleaning covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Bush cutting ,de weeding	95% coverage	Total bush cutting, uprooting & de weeding covered during the month.	0.5% of monthly bill for every 5% short fall or part thereof.
Compliant Redresses	90% within 24 hrs	During the month total no. of Complaint redressed within 24 hrs. Total Complain Received during the month.	0.5% of monthly bill for every 5% short fall or part thereof.

1. The service provider in close coordination with employer shall undertake sample survey to access the extent of waste generated. Secondary data from employers past experience can be referred to conclude the assessment. The sample should comprise of all Income groups equally spread over the service area and stretched over a period of lime, lo give a fair average.
2. A detail performance monitoring, reporting and evaluation system shall have to be developed in consultation with to employer. The broad outline of the computation procedure is provided in the table above.

**Signature of the Bidder**

  
**Executive Officer**  
**Jaleswar Municipality**

### **General Terms and Conditions:**

1. The Bidder is 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 bid not substantially responsive to bid document in every respect will be at bidder's risk and result in rejection of bid.
2. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labor charges conservancy material for sweeping, bush cutting, drain cleaning, including lifting of MSW and other miscellaneous expenditures as may be required such as T&P charges. O.H charges are mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the agency as per direction of officer-in charges.
3. The tender has been invited through e-procurement portal i.e. [www.tenderodisha.gov.in](http://www.tenderodisha.gov.in) in two bid system i.e. Technical Bid and Financial Bid.
4. The bidder must have appropriate resource, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. This bid is meant for carrying out of the work for a period of one (01) year which can extendable up to one more year after satisfactory completion and mutual discussion between the Authority and the service provider.
6. The Jaleswar Municipality shall have the right to terminate the contract on the ground for improper performance and violation of the terms and the contract without assigning any reason by giving 30 days prior notice.
7. The conditional and incomplete bid is liable for rejection
8. Letter of authorization for representing the firm / entrepreneur /Agency / NGOs and to sign the bid document should be enclosed along with the bid document.
9. Bids containing overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
10. The bidders shall sign every page of the tender documents and submit all of them.
11. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the bid will be rejected.
12. The Agency/Organization shall not be allowed to transfer, assign, pledge or subcontract its right and liabilities under this agreement to any other agency or organization.
13. The Agency/Organization shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal service could be availed without any disruption.
14. For all intents and purposes the agency shall be the employer within the meaning of different rules and act in respect of work assigned. The person deployed in this work by the agency shall not claim what so ever like employer and employee's relationship.
15. The agency/organization shall be solely responsible for re-dressal of grievance.
16. The municipality shall not be responsible for any financial loss or any injury to any person deployed by the agency.

**Signature of the Bidder**

  
**Executive Officer**  
**Jaleswar Municipality**

17. The jhadu, jhudi, kanta, spade, shawl etc will be provided by the agency and the push cart, tricycle, wheel barrow will also be provided by the agency only and ensure that those are being used by them.

18. The Agency/Organization will provide uniform/ID card and all type of safety articles like Mask, gloves, soap, gun boot, sanitizer, rain coat to their deployed staff.

19. Since this is a Sanitation work no GST is payable.

20. The agency will have to engage adequate man-power & machinery as and when required or by order of the authority.

21. After completion of each month the total bill in duplicate will be submitted by the agency to the Authority in 1st week of the next month. **Whenever the Govt. of Odisha will enhance the rate of minimum wages then the Authority shall pay the enhance amount to the agency /Organization from the day effect to.**

22. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per the law inside the jurisdiction of Balasore.

23. The bidder shall not be having any criminal cases and not be black listed by any ULBs of India.

24. Preference will be given to the agency having more experience in similar nature of work in ULBs of Odisha.

25. **All the waste transportation vehicles should be GPS enabled.**

26. Whenever there is requirement of additional manpower then the Authority can increase the number of manpower to meet the requirement & need of the municipality.

27. **Successful bidder has to deposit 5% of the yearly estimated cost as the security deposit in shape of Fixed Deposit/Bank Guarantee in favour of "The Executive Officer, Jaleswar Municipality" before award of work.**

28. **Successful bidder has to deposit required amount of Additional Performance Security as per provision in shape of DD/ BC/ Fixed Deposit/Bank Guarantee in favour of "The Executive Officer, Jaleswar Municipality" before award of work.**

29. No advance payment shall be made on any accounts except payment of monthly bills.

30. Both face and finger print biometric attendance system must be installed at desired locations as per the order of the Municipal Authority for biometric attendance of the sweeper and sweepresses.

31. Only biometric attendance is acceptable during claiming of monthly bill.

32. Log book of tractor is required during claiming of monthly bill.

Signature of the Bidder

  
Executive Officer  
Jaleswar Municipality

## **CRITERIA FOR EVALUATION**

### **Evaluation of Technical Proposals**

Evaluation of proposals shall be made by the district authority. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following Criteria:

<b>Sl. No.</b>	<b>Evaluation Parameters</b>	<b>Total Mark</b>	<b>Criteria for award of Mark</b>
1	Years of Experience in sanitation work in Municipal Corporation / Municipal Council Area (to be determined from the work order / contract copies/Experience Certificate )	20	<ul style="list-style-type: none"><li>• 1 - 5 Years : 10 marks</li><li>• 5 - 7 Years : 15 marks</li><li>• &gt; 7 Years : 20 marks</li></ul>
2	Annual Average Turnover (2020-21, 2021-22 & 2022-23)	20	<ul style="list-style-type: none"><li>• 01 - 03 Crore : 10 marks</li><li>• 03 - 05 Crore : 15 marks</li><li>• &gt; 05 Crore : 20 marks</li></ul>
3	Experience in handling ULBs in similar nature of work with strength of sweepers in single work order (To be determined from Work order Only)	15	<ul style="list-style-type: none"><li>• <math>\geq 50 &lt; 100</math> : 05 marks</li><li>• <math>\geq 100 &lt; 200</math> : 10 marks</li><li>• <math>\geq 200</math> : 15 marks</li></ul>
4	Valid ISO Certification	10	<ul style="list-style-type: none"><li>• ISO 9001 : 5 marks</li><li>• ISO 14001 : 5 marks</li></ul>
5	Service rendered in continuity without any gap till December 2023 (To ensure all tools & plants to be ready for engaging.	20	<ul style="list-style-type: none"><li>• 3 Years (2021-2023) : 5 marks</li><li>• 7 years (2017-2023) : 10 marks</li><li>• &gt; 7 years : 20 marks</li></ul>
6	Having experience in sweeping/ drain de-silting mechanically.	05	<ul style="list-style-type: none"><li>• If No: 0 marks</li><li>• If Yes: 05 Marks</li></ul>
7	Any Awards or Commendations from MSW Projects	05	<ul style="list-style-type: none"><li>• If No : 0 marks</li><li>• If Yes : 05 marks</li></ul>
8	During and post COVID experience in handling the pandemic in any ULBs in India (Any appreciation certificate in this regarding to be enclosed)	05	<ul style="list-style-type: none"><li>• If No : 0 marks</li><li>• If Yes : 5 marks</li></ul>

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 80 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of the Bidder

  
Executive Officer  
Jaleswar Municipality

**FINANCIAL BID**

\*\* For providing smooth sanitation services, the Tender Committee has decided that the each bidder must quote his rate which must be equal or above than 3.85% but below than 7% of the total estimated cost. If not, the bid shall be rejected without assigning any reason. Also the bidder must quote his rate up to only two digits after decimal. Also Wrong computation in Financial Bid will be liable for rejection.

NB. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case two bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contract. However, if their technical marks also become equal, then in that case, the selection of the tender shall be decided on the basis of highest turnover and current experience on the date of issue of RFP in similar nature of work.

Signature of the Bidder



Executive Officer  
Jaleswar Municipality

Executive Officer  
Jaleswar Municipality

Signature of the Bidder

**CHECK LIST**

Sl. No	List of Document	Details of document Submitted Yes/No	Page No.
1	Bid document cost of Rs.20000.00		
2	Online EMD Receipt		
3	Credibility & experience certificate for at least 3 years.		
4	Average annual financial turnover for similar nature of work to the tune of more than Rs.03 Crore (Three crore) during last 3 financial years and submit the Audit report.		
5	Registration certificate.		
6	EPF Registration Certificate.		
7	ESI Registration Certificate.		
8	Labour Contract License.		
9	Valid ISO Certifications.		
10	PAN Card.		
11	GST Registration Certificate and upto date clearance.		
12	An Affidavit regarding not Blacklisting/Debarred from Tender Inviting Authority or any ULB across State Govt. or from any State Govt./Govt. of India Organization as per prescribed format		
13	IT return for the last 3 years.		
14	Audit Report for last 3 financial years		
15	No criminal case/ proceeding is pending against organization / agency and in the name of owner. It should be Notarized.		
16	Declaration of the Bidder as per format prescribed		
17	Schedule-A to D		

Name of Firm / Company/Organization:-

Address :-

Contact No. :-

**Signature of the Bidder**

  
**Executive Officer**  
**Jaleswar Municipality**

### **DECLARATION BY THE TENDERER**

1. I/We have visited the site and have fully been acquainted myself with the local situation regarding materials, labour and the factors pertaining to the work for completion in all respect before submitting the tender.
2. I/We have carefully studied the conditions of the contract specification and other documents of this work and agreed to execute the same accordingly.
3. I/We solemnly pledge that I/We shall be sincere in discharging my /our duties as responsible executant and complete the work within the prescribed time limit. I/We shall submit detailed sanitation programme with target dates for various items of works keeping in view the time limit and shall accordingly arrange for necessary labours, punctually. In case there are any deviations from the sanitation programme, I/We shall abide by the decision of the Officer-in-charge for revision of the programme and shall arrange for labours to maintain the sanitation work.
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the sanitation work.
5. No one my /our relative is/are working in this office.
6. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information found to be incorrect in future, the Department has the liberty to take any action as deemed fit.
7. I/We shall abide by the decision of the Executive Officer, Jaleswar Municipality for effectiveness of the sanitation programme and the instructions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.



**Signature of the Bidder**

SCHEDULE – A  
**STRUCTURE & ORGANISATION**

**General Information**

- a) Name of the firm
- b) Head Office Address

E-mail Address:

Telephone No. (Landline)

Mobile Phone No.

Fax No.:

- c) Regional Office Address (if any)

E-mail Address:

Telephone No. (Landline)

Mobile Phone No.

Fax No.:

- d) Local Office (if any)

E-mail Address:

Telephone No. (Landline)

Mobile Phone No.

Fax No.:

***[Correspondence between the Authority & the Bidder through the above E-mail should be treated as official and at par with the conventional written communication. Similarly, information/instruction imparted by the Authority to the Bidder through the above telephone number should be treated as official.]***

**SCHEDULE – B**  
**FINANCIAL STATEMENT**

**[To be given separately for each constituent Firm]**

Financial statement shall be audited for last three years by Regd. Chartered Accountant or competent financial organization / authority. The audit certificate should be included with the document. **The certificate issued by Chartered Accountant should bear the Unique Document Identification Number (UDIN).**

- 1) Name of the firm:
- 2) Total annual turnover undertaken for each of the last three financial years.

FINANCIAL YEAR	Annual Turn Over in Similar Field
2022-23	
2021-22	
2020-21	
Total Turn Over	
Average Turn Over	

**SCHEDULE - C**

**LIST OF TOOLS, PLANT & EQUIPMENT**

Proposed to be deployed by the firm for use on the work

Sl. No.	List of plants & equipments	Owned	Leased / Hired	Remarks
		Nos. / qty	Nos. / qty	
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

