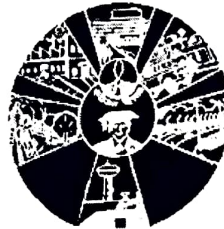


GOVT. OF ODISHA
HOUSING AND URBAN DEVELOPMENT
DEPARTMENT



BID DOCUMENT

FOR CLEANING & SANITATION
WORKS OF SORO MUNICIPALITY, SORO

OFFICE OF THE SORO MUNICIPALITY, SORO, BALASORE.

Letter no 1866

Date 06/5/26

E-Procurement Notice
Bid Identification No- SOROM_02_2026-27
Notice Inviting to Detailed Tender Call Notice

Name of the work:- " Privatisation of Sweeping of roads, cleaning of drain & 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 – 01 to W.No – 19 within the Soro Municipality area"

Cost of DTCN	:	The Tender paper cost of Rs. 20,000/-
EMD	:	1% of the total yearly estimated cost.
Period of contract	:	1 year (from 01.06.2026 to 31.05.2027)
Start Date of Sale/download of DTCN	:	10:00 A.M on dt.07.05.2026
Date of pre bid meeting	:	11:30 A.M on dt 11.05.2026(In the Office Chamber of the Executive Officer, Soro Municipality)
Last Date of Receipt of Tender	:	Upto 05:00 P.M on dt.18.05.2026
Date of Opening of Technical Bid	:	10:00 A.M on dt. 19.05.2026
Date of Opening of Financial Bid	:	Date will be intimated through balasore.odisha.gov.in / https://www.tendersodisha.gov.in and notice board after finalization of technical bid.

Further Details can be seen/ downloading from e-procurement portal i.e.

- <https://www.tendersodisha.gov.in>
- [balasore.odisha.gov.in](https://www.balasore.odisha.gov.in)


Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

Memo 1867 Date 06/05/26

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 Soro Municipality, Soro for official record.

Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

Memo 1868 Date 06/05/26

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

Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

Memo 1869 Date 06/05/26

Copy submitted to the P.D, DUDA, Balasore/ Sub-Collector, Balasore/ Asst. Executive Engineer, Soro Electrical Division, Soro/ Asst. Executive Engineer, R & B Division, Soro/ Tahasildar, Soro / 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
Soro Municipality
Executive Officer
Soro Municipality

Memo 1870 Date 06/05/26

Copy forwarded to the DeGM, Collectorate Balasore for hoisting the same in <https://balasore.odisha.gov.in/Office Notice Board, Soro Municipality> as per scheduled above for wide publication.

Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

Memo 1871 Date 06/05/26

Copy submitted to the Collector & District Magistrate, Balasore –cum- Chairperson Soro Municipality, Soro/ Municipal Engineer, Soro Municipality/ Tahasildar, Soro / Block finance Officer, Soro Block for information and necessary action.

Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

OFFICE OF THE SORO MUNICIPALITY, SORO, BALASORE.

Letter no 1872

Date 06/5/26

DETAIL TENDER CALL NOTICE

Soro Municipality on behalf of Soro 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 Soro 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 Soro Municipality area"	From 01/06/2026 to 31/05/2027 or as per the decision of the Municipal authority. <u>Estimated cost:-</u> Rs.21318156.00/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: <https://balasore.odisha.gov.in>
2. The Tender shall be received in online mode through e-procurement portal i.e. <https://www.tendersodisha.gov.in> on or before the closing date of tender. The authority will not be held responsible for any delay.
3. The bid Part-I (General & Technical bid) will be opened at 10.00 AM on 19.05.2026 in presence of the bidder or their authorized representatives only in the Office of the Executive Officer, Soro Municipality located at Soro Municipality, Soro. The opening date of financial bid for the bidders qualified in the General & Technical bid will be intimated later after finalization of the technical bid.
4. The Tender paper cost of Rs. 20,000/- Should be submitted in the date of opening of technical bid in shape of demand draft / banker's cheque in favour of Executive Officer, Soro Municipality, payable at Soro.

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

Executive officer
Soro municipality

Executive Officer
Soro Municipality

Eligibility criteria:

The both technical and financial bid documents submitted in online is final and acceptable.

Minimum Eligibility Criteria

- a. Bid document cost in offline mode & EMD cost in online mode.
- b. Should be registered in India as a Company, MSME, Firm, Society or a Trust, and Proprietorship are allowed.
- c. **Consortium is not allowed.**
- d. Should have an average Annual Turnover of Rs. **50 Lakhs** or more during the last three financial years (2023-24, 2024-25 & 2025-26). 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 with valid UDIN.
- e. Should have minimum **2 year of similar working experience** in any ULBs of Odisha.
- 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 in last 3 years. Also the bidder must have submitted **no relationship declaration** as well as **Insolvency and Bankruptcy declaration certificate**. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/-.
- h. Must have valid labour license from labour department of Odisha.
- i. Must have **valid ISO 9001 : 2015** certification.
(the certificated must be before bid publish date)
- j. Must be registered under EPF.
- k. Must be registered under ESI.
- l. Must have a PAN.
- m. Must have solvency of 50 Lakhs which will be not older than 3 months as on bid submission date.
- n. Must have Active GST registration number.
- o. Must have own bank account. Statement of last 3 months must be submitted in support.
- p. Annual average turnover statement to be furnished in the letter head of the chartered *accountant* along with **UDIN(Unique Document Identification Number)**.

q. The firm shall not be allowed to give the work in sublet to any other firm/agency by any means.

r. The bidders must have to participate in ONLINE bidding in www.tendersodisha.gov.in.

s. Any addendum/corrigendum/cancellation of tender can only be seen in the above said websites.

Signature of the Bidder


Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

GENERAL INSTRUCTIONS FOR BIDDERS

1. The tentative requirement of the Municipality is given hereunder which may increase/decrease in any / all the categories.
 - i. Un-Skilled = 88 No's
 - ii. Semi-Skilled = 02 No's
 - iii. Skilled = 04 No's
 - iv. Highly Skilled = 01 No's
 - v. Tractors = 03 No's (9 Trip Per day)

The manpower under the above categories consists of Sweepers, Drivers for light/heavy vehicles. The selected agency shall provide manpower having requisite qualification and experience for the post required as per Govt. guidelines as and when required by Soro Municipality.
2. The estimated cost of the contract is Rs.1776513.00 per Month.
3. The bidders are required to inspect and assess the entire geographical area of Soro Municipality and quote their rates of the Labour charges for **sweeping, bush cutting, drain cleaning, dead animal lifting, water body cleaning, collection including lifting of SWM Designated place and disinfecting collection points and spreading disinfectants like bleaching powder and mosquito oil etc.** which will be supplied by Soro Municipality **(disinfectants will be supplied by this Municipality).**
4. The Bidders are instructed to examine all the instruction, terms and specification in the bid documents, Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of the bid.
5. The bid is meant for carrying out the work for a period of one year. Soro Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.
6. Soro Municipality shall have the right to terminate the contract on the ground of unsatisfactory performance and violation of the terms of the contract without assigning any reason by giving 30 days prior notice.
7. Conditional and incomplete bid is liable for rejection.
8. Letter of authorization on behalf of the registered firm/entrepreneur/Private company/NGOs / Contractor should be enclosed along with the bid document.
9. Bids containing overwriting, additions, alternation, erase 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 them.
11. The Bidders should quote rates both in figures and in words, wherever there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
12. All the documents furnished by the bidders are subject to verification **from the issuing authority**. In case any manipulation is found, the EMD will be forfeited and steps shall be taken for black listing to the bidder.

13. The Manpower service provider shall not be allowed to transfer, assign, pledge or sub-contract its right & liabilities under this agreement to any other agencies or organization by whatever name is called without the prior written consent of the authority.
14. The Manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with office so that optimal service of the persons deployed could be availed without any disruption.
15. For all intents & purposes, Men power service provider shall be the "Employer" within the meaning of different rules & acts in respect of manpower so deployed. The persons deployed by manpower service provider shall not have any claim whatsoever like employer & employees relationship against the department or office concerned.
16. The manpower service provider shall be solely responsible for the redressed of grievance or resolution of disputes relating to persons deployed. The department shall no way be responsible
17. For settlement of such issues whatsoever. In case of grievance of the deployed person are not attended by the manpower service provider to deployed person can place their grievance before a joint committee consisting of a representative of Soro Municipality and a authorized representative of manpower service provider.
18. The Municipality shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties or for payment towards any compensation.
19. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
20. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and acts. Undertaking from the persons deployed to this effect shall be required to be submitted by the manpower service provider.
21. All other terms & conditions as applicable under contract act will be followed at the time of execution of agreement.
22. If the performance of the agency on sanitation work is not-satisfactory on any day then the authority of the Soro Municipality is at liberty to engage and substitute man power for sweeping, bush cutting, drain cleaning, engage own vehicle/ hired vehicles for lifting the pending Municipal Solid Waste and may impose **penalty up to 10%** of agreement value in which the decision of the Authority(Executive Officer) will be final and binding which shall be recovered from the monthly bill of the agency.
23. If it is found that any bidder is **defaulter earlier in this Municipality in any manner**, then the authority reserves all right to cancel his/her bid without assigning any reason thereof.
24. 3 nos. of unskilled labourers to be kept for sanitation works of different Govt. offices/ institutional buildings/Municipal office building and functions within areas of this ULB whenever required.
25. **The authority reserves all the right to reject any or all of the tenders without assigning any reason thereof.**


Executive Officer
Soro Municipality

SCOPE OF WORK

A. (1) Sweeping

Detailed description: -

The objective of this contract is to ensure an efficient and effective solid waste management within the service area (all wards) in compliance with solid waste management rule-2016, Plastic Waste Management Rule-2016, Construction & Demolition Rule-2016, Electronic Waste Management Rule-2016. The scope shall comprise of, but not limited to, the following broad components within the service area (all 19 wards) for existing customers as well as future customers as a result of new development & growth. Sweeping of the entire ward are a both road and road sides.

1. Deployment of resources (Vehicles, labourers etc.) as per field requirements and complying to the design standards.
2. Municipal Solid waste collection, segregation and transportation.

Sweeping of Roads:

The entire geographical area of ward should remain always clean i.e. throughout the day. The solid wastes generated in the area are to be collected: Biodegradable and non-degradable solid waste should be separately collected.

- Sweeping of the entire ward are a both road and road sides.
- Lifting of garbage from all Municipal primary collection point directly and immediately.
- Lifting of Garbage from market places including commercial/industrial institutional units.
- Lifting of dead animals and car cases.
- All Municipal drains including earthen drains should be clean and waste including silt deposition should be lifted outside.
- Commercial areas, Market areas and prominent roads are to be swept two times daily.
- Removal dust and sand lying on the roads (if any), even in adjacent urban areas as desired by the authority.
- Affixing services provider's name, ward supervisor's name & their contact nos. in conspicuous places inside the wards so as to mitigate the complaints of the public without any delay.
- Biometric attendance at ward offices for both start & end of the work.
- GPS for the transportation vehicle must be ensured.

(2) Cutting of bushes & cleaning of drains:

The bushes & shrubs from roadside berms and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e removal of polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by Soro Municipality from which daily lifting is to be made to the temporary transfer stations identifies by Soro Municipality as per the scope of work .

(3) Collection & Transportation of Solid Wastes:

The municipal solid wastes which is generated from various sources and accumulated as mentioned in item-1 and item-2 above is required to be collected and lifted from different collection points/dustbins of that particular ward/lanes and transported to the designated place/temporary transfer station as decided by the Soro Municipality. There after the same are to be suitably loaded into 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 center 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 into 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 wastes generated from Road sweeping & Drain cleaning from primary collection point shall have to be collected for transportation to the Landfill on daily basis. The collection points are to be disinfected by spreading of disinfectants like bleaching powder, mosquitos oil etc. which will be supplied by Soro Municipality as per direction of the Officer-in-Charge of Soro Municipality. Transportation of un-segregated waste from Wealth centre (MCC/MRF) to the designated landfill area by the agency through tractors as and when required.

4- Transportation of solid waste:

- The details requirements of Vehicles for transportation of Municipal Solid Waste to MCC/MRF(Wealth Centre) site within Municipal area are given below.

Sl No.	Type of Vehicle	Quantity Required	Remarks
1	Tractor	03	The selected bidder will provide the vehicle on hire basis as per quoted rate per Trip.
2	Wheel Barrow	19	The selected bidder will use good condition of Wheel Barrow in sanitation work on his own responsibility at free of cost until cease of the contract period.
3	Tricycle	10	The selected bidder will use good condition of Tricycle in sanitation work on his own responsibility at free of cost until cease of the contract period.
4	JCB	01	In case of requirement of JCB for sanitation work the selected bidder will provide with due permission from the municipal authority on hire basis as per OPWD Code.


- In case of any special occasion & emergent nature of the cleaning work must be carried out by existing sanitation worker.


Executive Officer
Soro Municipality

- The major/minor repairing work of Vehicle/Tricycle and wheel barrow will be done by the selected agency.
- If any vehicle breaks down, another alternative vehicle will be provided by the selected agency without delay.

The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping, cleaning of drains and commercial areas Collection.
2. Domestic refuses.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Soro Municipality.
5. Garbage generated from bush and grass cutting from road side beams and conservancy lanes.
6. Dead animal lifting to designated place.
7. Govt. offices & institutional building's sanitation work.
8. Sweeping and garbage collection form commercial area should be done uninterrupted on holidays and festival days.
9. The dry & wet waste to be transported to the MCC & MRF(Wealth centre) at Muleswar and designated landfill area for generation of compost by Aerobic composting as directed by the **Executive Officer, Soro Municipality.**


Executive Officer,
Soro Municipality
Executive Officer
Soro Municipality

In the first phase the Technical proposals shall be evaluated on the basis of bidder's fulfillment of **minimum eligibility criteria**. Only those bidders whose Technical Proposals becomes responsive based on the minimum eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following criteria:

SI No.	Evaluation/ Parameters	Total Mark	Criteria for award of Mark
1.	Working Experience		
1.1	Experience of managing manpower services in Sanitation work/ SWM works any Municipality/NAC/Corporation to be determined from work order issued from concerned E.O/Dy.Commissioner/Commissioner..	20	<ul style="list-style-type: none"> • ≥ 2 years ≤ 3 years : 15 marks • ≥ 3 years : 20 marks
1.2	Current strength of the organization. (to be determined from valid labour license issued by competent authority.	20	<ul style="list-style-type: none"> • 100 to 200 persons : 10 marks • 201 & Above : 20 marks
2	Average Turn Over for Last 3 Financial year (2023-24 ,2024-25 and 2025-26)	15	<ul style="list-style-type: none"> • ≥ 50 lakhs to 2 crores : 10 marks • > 2 crores : 15 marks
3.	Quality Related Matrix		
3.1	ISO 9001 : 2015	10	<ul style="list-style-type: none"> • ISO 9001 : 2015 : 10 marks
4	Satisfactory work Performance Certificates from previous ULB Obtained from concerned E.O/ Dy.Commissioner /Commissioner.	15	<ul style="list-style-type: none"> • $1 \leq 2$ years : 5 marks • $>2 \leq 3$ years : 10 marks • >3 years : 15 marks
5	Work Plan presentation	20	<ul style="list-style-type: none"> • Presentation of the work plan through PPT not more than 15-20 minutes • Total Marks : 20 marks
	TOTAL	100	

Financial Bid shall only be opened after the technical evaluation is completed and only those bidders who scores at least 65 marks out of 100 marks in technical evaluation.

Signature of the Bidder.

Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

TECHNICAL BID

COVERING LETTER
(ON Bidder's Letter head)

To

**The Executive Officer,
Soro Municipality**

Sub: Tender for Outsourcing Menpower for sanitation work of Soro, Municipality

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for menpower (Highly skilled, Skilled, Semi-skilled & Unskilled) for service of Cleaning & Sanitation in accordance with your tender Notice No. _____, Dated _____, I am here by submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I do hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any mis-interpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I do hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Bid document. In case any provision of this tender is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Thanking You.

Yours faithfully

Authorized Signatory
With date and Seal

Name and Designation: _____

Address of the Bidder: _____

SPECIAL TERM & CONDITIONS:

1. The Vehicles to be engaged for transportation of solid wastes must be in good running conditions. The Agency/NGO/Private Company / Contractor will submit the attested photo copy of the required documents of the vehicles such as RC book. Comprehensive insurance, Fitness, PUC, Permit, up-to-date road tax from the competent authorities at the time of execution of agreement.
2. The drivers of the vehicles must have valid driving license.
3. The vehicles deployed shall be in good condition. Preference will be given for good condition vehicles. Officials of Soro Municipality shall carry out inspection of said vehicles and decision of Soro Municipality will be final and binding on the tenders in this regard.
4. The Agency shall be responsible for obtaining necessary permit comprehensive insurance policy, appropriate driving license etc. and complying with all the statutory requirement including labour laws that may be necessary in this respect, Soro Municipality will not be responsible for any consequence out of any violation of Rules or Act by the agency.
5. The agency shall neither indemnify the Soro Municipality against any claim, losses, damages concerning to workers/employees nor can stop the sanitation work for at least 90 days in any circumstances during the contract period.
6. The Agency shall pay all the statutory and other taxes of vehicle and keep the fitness certificate okay during the contract period.
7. The Officer-in-charge or authorized officer will check the vehicle documents as and when required.
8. Payment shall be made by the agency to his employees/workers every month as for their category and nature of work which shall not be less than the declared from time to time under minimum wages Act by Govt of Odisha.
9. The successful bidders shall execute an agreement with the Soro Municipality within 7 days from the date of received of letter of acceptance from Soro Municipality. The EMD paid through online of the unsuccessful bidders shall be refunded back after finalization of the bid through proper process.
10. Details of Terms & Conditions will be incorporated in the agreement.
11. Soro Municipality shall have the right to add or delete any conditions from the agreement as and when necessary for smooth management of sanitation work.
12. The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Pollution Control Board
13. The agency shall start the work by 5.30AM and deployed three nos. of tractors vehicles as required to transfer the solid waste generated from different sources.
14. In case, labour rate and other statutory dues is hiked by Govt. of Odisha, payment will be made accordingly, considering the engagement of labour in the work duly certified by the Officer-In-Charge of the work.

15. Depending on the requirement of the situation the sanitation workers will be engaged in **Wealth Center of Soro Municipality** for better management of sanitation process. The persons to be deployed by the Manpower Service Provider should be above 18 years of age & not exceeding 58 years and as well as physically & mentally sound to perform the duties. The upper age limit may be relaxed in suitable cases. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. The Agency shall submit a certificate to this effect.
16. The agency will train their employees to put their attendance in the Biometric system placed at accessible areas of this ULB twice daily as decided by the ULB. The monthly bills of the agency will be prepared as per the Biometric attendance generated from the Biometric system.
17. 5 % of the monthly bill will be deducted and kept as security deposit every month which will be utilized for the emergency sanitation works of the ULB, in case of inefficiencies of the agency in executing the works assigned by the ULB. The same deducted amount will be refunded at the end of the contract period if such situations does not arise throughout the contract period.
18. **Evaluation will be made as per the rate quoted in table – 1 , 2 and 3. respectively by the bidders. All bidder should quote their rate in both words and figures in the financial bid format of table (1,2 and 3). L1 bidder will be selected as per aggregated quoted rate of table no- 1,2 & 3, i.e. the lowest aggregated rate will be considered as L1 bidder . In case of multiple bidders quoting the lowest service charge, L1 shall be selected through a transparent system of lottery.**
19. **Each bidder must quote his/her rate for service charge which must be equal or above than 3.85% but not above than 7% of the total estimated cost of workers charge (EPF, ESI, GST, etc. shall not be included in the price) if not, bid shall be rejected without assigning any reasons thereof.**
20. **Quoted rate in words will be accepted.**
21. **The Decision of the tender committee is binding and final. In case of ALB(Abnormally Low Bid), the decision of the committee is final and binding.**
22. *The agency should submit an Affidavit to the effect that they have not been convicted by court of law, if proved later the action shall be taken as per the rules.*


Executive Officer
Soro Municipality

ORGANISATION NAME:-

CHECK LIST (Attached in first page of Technical Bid)

Sl No	List of documents	Details of document (Yes / No)	Page No	Remarks
1	2	3	4	5
1	Tender paper cost, Rs,20,000.00 in Shape of Bank Draft/ Bankers cheque favouring " Executive Officer Soro Municipality, payable at Soro ".			
2	Online EMD Receipt Copy			
3	Registration certificate of Agency			
4	PAN Card of the Agency			
5	<i>GST registration along with copy of the last Return to be Submitted for last 3 years .</i>			
6	<i>Valid labour license under contract labour (Regulation and Abolition) Act.1970 from Odisha labour Dept.</i>			
7	<i>EPF registration certificate & payment confirmation slip & ECR copy for the minimum of 100 person for last 3 Months upto March-31-2026.</i>			
8	<i>ESI, registration certificate & payment confirmation slip & Contribution sheet for the minimum of 100 person for last 3 Months</i>			
9	<i>Income tax Returns and Audited Balance sheet for 3 (three) years i.e 2022-23,2023-24 and 2024-25 duly certified by the chartered Accountant .</i>			
10	The agency should have minimum Period of 2 years of similar type of experience from any ULB from concerned E.O/ Dy.Commissioner /Commissioner. with copies of the orders/agreement /Experience Certificate executed with them.			
11	<i>The agency should submit an Affidavit to the effect that they have not been banned/black/debared listed in last 3 years if proved later the action shall be taken as per the rules.</i>			

12	The Agency must submit an Affidavit to effect that, The Agency Have solvency certificate to the tune of Rs ,50 Lakhs issued by the revenue dep. by the name of Agency or By the name of proprietor /Chief of Agency, and same will be submitted at the time of Agreement., which fail the undersigned reserves the right to cancel the offer.			
13	Annual average turnover of Rs. 50 lakhs statement of financial year 2023-24, 2024-25 and 2025-26 to be furnished in the letter head of the chartered Accountant.			
14	Details of the Bank account of the agency (Name of the Bank, Branch, Account and Type of account) photo copy Must be submitted.			
15	The Agency must submit the authenticated document as Article of Association (AOA) /Deed/By-Law and memorandum of the Agency.			
16	ISO Certificate of 9001-2015 must be there.			
17	No criminal case/ proceeding is pending against organization / agency and in the name of proprietor in the court of law. It should be Notarized.			
18	Work plan presentation for Soro Municipality.			

Signature of the Bidder

i) Total no of corrections: -

ii) Total no of Over writing: -

iii) Total no of Interpolation: -

(Full signature of bidder)

Name of Agency: -

Address of the Agency: -

Contact No: -

Land Line No: -

:

DECLARATION ON BIDDERS LETTER HEAD

1. I _____ Son / Daughter / spouse of Shri / Smt.
_____ Proprietor/Director/authorized signatory of the services Provider, mentioned above, am competent to sign this declaration and execute this tender document;
2. I/We am/are technically as well as financially sound enough to deliver the services to Soro Municipality within the prescribed period.
3. I/We have gathered full information on the nature/category of manpower required for Soro Municipality and am/are competent enough to deliver the services as and when requisitioned by the Soro Municipality
4. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am /are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate laws.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

AFFIDAVIT

UNDERTAKING REGARDING DEBARRING, EXPELLING OR BLACK LISTED OF WORK BY THE TENDER

(On the stamp paper of appropriate value in shape of affidavit from the Notary)

I, M/s,------(The name of the Agency with address of the Registered Office) hereby certify and confirm that, We or any of our Promoter(s)/Director(s) are not barred /Terminate/Blacklisted by any Department of Govt, of Odisha /or any other entity of GoO / any state Govt. or Central Govt. Department /Organization in India from participating as on the -----(Date of signing of this proposal)

We further confirm that we are aware that, our proposal for the caption tender would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the bidding process or thereafter during the agreement period.

Dated this _____ Day of _____ 2026

Name and Designation of the Signatory:

Name of the Bidder and Address:

(Organization Seal)

UNDERTAKING

(On the Bidder's Letter Head regarding Disbursement of Wages/Salary)

I / We do hereby undertake that

- I/We shall / will transfer the wages / Salary for the bill month to the Bank Account of all the deployed persons through on-line transfer system out of my **own resources** by the first week of the succeeding month based on the attendance duly checked/approved by the Soro Municipality.
- Soro Municipality will reimburse the payment corresponding to the month latest by the 2nd week of the succeeding month to me/us after being satisfied to the effect that all the deployed persons have been paid based on the documentary proof submitted by me / us
- I/ We shall /will submit the documentary proof regarding staff wise payment details made to all the deployed persons to the Soro Municipality before release of the reimbursement amount by the Municipality.
- I/ We shall /will submit the documentary proof regarding the claims in bills towards Employees State Insurance, Provident Fund, etc. pertaining to the concerned bill month along with the bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Soro Municipality.
- Any violation of the above stipulations in my / our part will lead to termination of the Agreement.

Yours sincerely,

Authorised Signature
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

SORO MUNICIPALITY

TENDER PAPER

(FINANCIAL BID)

FOR

Cleaning &

SANITATION WORK

OF SORO MUNICIPALITY

FINANCIAL BID DOCUMENT

(To be enveloped in separate sealed over)

NAME OF WORK:

Cleaning and sanitation work of

Soro Municipality

FINANCIAL BID

** For providing smooth sanitation services & as per the letter No. 18194/F dt.18-06-2025 of Finance Deptt., Govt. of Odisha, the Tender Committee has decided that the each bidder must quote his/her rate which must be equal or above than 3.85% but not more than 7% of the total labour estimated cost (EPF, ESI, GST, etc. shall not be included in the price). If not, the bid shall be rejected without assigning any reasons thereof. 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 bidders quote the same lowest price, then in that case, the selection of the tender shall be decided by the tender committee members through a **transparency lottery process**.

Signature of the Bidder


Executive Officer
Soro Municipality
Executive Officer
Soro Municipality

FINANCIAL BID

1.Name of the tendering manpower service provider:

2.Rate per person per day (8 hour per Day)

Table - 1

SI No.	MenPower Type	Basic Wages @ Latest Govt. Prescribed rate per day	Employer Share of EPF Latest Govt. Prescribed rate per day	Employer Share of ESI Latest Govt. Prescribed rate per day	Other Statutory dues, If Any	Services Charges Of Column No-3(Per Person Per Day)	Total per person per day quoted by the Agency	
							Rate in Figure 3+4+5+6+7	Rate in words
1	2	3	4	5	6	7	8	9
1	Un-skilled	472.00						
2	Semi-skilled	522.00						
3	Skilled	572.00						
4	High skilled	622.00						

Table-2

SI No.	Type Of Vehicle	Rate per Trip in Figure	Rate Per Trip in words
1	Tractor		

Table-3

SI No	Logistic Support	Rate Per Month	Rate Per Month in Words
1	Logistic Support(material) for sanitation work Viz- Broom,Gamla,uniform,Gum/Safety boot,spade,Kanta Kodala,Belcha,Small Kodi,Knife,Rain Coat,hand gloves etc.		

Executive Officer
Soro Municipality

Executive Officer
Soro Municipality