

# **BARIPADA MUNICIPALITY**



## **TENDER DOCUMENT FOR**

**PRIVATISATION OF MUNICIPAL SOLID WASTE MANAGEMENT**

**DISTRICT  
MAYURBHANJ**

# **OFFICE OF THE MUNICIPAL COUNCIL, BARIPADA .**



Tel & Fax No. 06792-252703

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**No.6132**

**Dt. 19.08.2019**

## **DETAILED TENDER CALL NOTICE**

Baripada Municipality 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 adhering to SWM Rule-2016 of Baripada Municipality.

| Sl No. | Name of the work   | Period of contact | Cost of tender document | E.M.D.                      |
|--------|--|-------------------|-------------------------|-----------------------------|
| 1.     | <p>Sweeping of roads , cleaning of drains &amp; Bush Cutting in both sides of roads, Door to Door Collection of Waste in a segregated manner (Wet &amp; Dry Waste ) and transportation of Municipal Solid Waste separately Wet &amp; Dry Waste including other waste in accordance with Municipal Solid Waste Management Rule 2016 to the identified Micro Composting Centre (MCC) / MRFC/Dumping yard/ Disposal Centers located at different places within Municipality area.</p> <p><b><u>WARD DETAILS:- (24 Wards)</u></b></p> <p><b>Ward No :- .1,2,3,4,5,6, 7, 8,9,10,11,12,13 , 15,16,17,18,19, 21,22,23, 25,26, 28.</b></p> | (Three Years)     | Rs.<br>10,000.00        | 1% of the total quoted rate |

1. The details of the bid & bid document can be downloaded from the District. website: <http://www.mayurbhnaj.nic.in> & [www.baripadamunicipality.in](http://www.baripadamunicipality.in) from 11.30 AM on 21.08.2019 up to 5.00 P.M on 04.09.2019 . The filled-up bid document will be received up to 5pm on 04.09.2019.
2. The bid must be accompanied with the cost of Tender Papers (for downloaded of tender document) & EMD of required value as specified above in shape of Bank demand draft drawn in any Nationalized Bank in favour of the “Executive Officer, Baripada Municipality” payable at Baripada, failing which the bid shall be out rightly rejected.
3. The Tender shall be received in the Office of the Executive Officer, Baripada Municipality through Regd. Post & Speed Post only addressed to the “ Executive Officer, Baripada Municipality, Baripada ” on or before dt. 04.09.2019 up to 5.00 PM. 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.
4. The bid Part-I (General & Technical) will be opened at 11 am on 06.09.2019 in presence of the bidder or their authorized representatives only in the conference hall of Baripada Municipality located at Baripada. The opening of price bid ( Part-II ) for the bidders qualifying in the (part-I) bid i.e. General & Technical bid will be the same day after completion of verification of Technical bid.

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

Sd/-  
Executive Officer  
Baripada Municipality

# **Eligibility Criteria**

## **Minimum Eligibility Criteria**

To participate in the bidding process, the bidder shall meet the minimum technical and financial criteria:

### **1. LOCAL CONDITIONS**

- It is extremely important for an intending bidder to fully inform it on all local conditions and factors which may have any effect on discharge of the agency's duties duty responsibilities as described herein below (Scope of Work).
- The bidders are advised to visit and examine the city and its surroundings and obtain for themselves on their own cost and responsibility all information that may be necessary for preparing the tender and later, if selected, for discharging the responsibilities of the Agency.
- The Baripada Municipality, Baripada shall not entertain any request for clarification from a (prospective / intending) tender, regarding such local conditions.
- It is the responsibility of the bidder that city conditions and other such factors have properly been investigated and considered while submitting the bid proposals.
- The Bidders must note that no claim whatsoever shall be entertained by the Baripada Municipality nor any financial adjustments arising there from shall be permitted on account of failure of a bidder to appraise itself of local condition.
- The selected bidder will make all arrangements for smooth effective execution of the work and management as per need, urgency & in accordance to the direction of the Baripada Municipality as per SWM Rule 2016.

### **2. Technical Criteria :-**

#### **GENERAL CRITERIA**

- Should have prior experience in engagement with Govt. sector like Municipal Corporation, Municipality and other Govt. Office, and Public sector Department, and should have adequate man power for Sanitation Work. The Proof of experience should be accompanied with the Technical bid of tender document with self attestation. Preference will be given to the experience bidder.
- Should be registered under the Indian Societies Act / Indian Trust Act / Indian Religious and Charitable Trusts Act / or as a not for profit Company under the Companies Act or the relevant state Acts for at least five years as on the 31st March 2019. The detailed should be submitted with the Technical bid of tender document with self attestation.

- Should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt. GST Registration Number; Registration No. of the Agency/Firm. EPF, ESI & Sub Commercial license. The self attested photocopy of the above documents should be attached with the Technical bid of tender document.
- .Should have valid labour license to be attached with the Technical bid.
- Should have Creditability and experience certificate (At least 2-3years of experience in similar nature of work). The Proof of the same should be accompanied with the Technical bid of tender document.
- Should have own/hired vehicles like tractors/Mini Truck/compactor/ Pick up Van etc and equipments like pushcart, hand Trolley/Tri cycle etc as per the requirement for effective transportation of Municipal Solid Waste (MSW).
- The tenderer shall also give a detailed declaration on providing the required vehicles and equipments for effective collection, Segregation, transportation and disposal of Municipal Solid Waste from Door to Door Collection point to identified MCC /MRFC/Dumping Yard/ Landfill Site.
- The Tenderers have to deposit the Earnest Money Deposit (E.M.D.) @ 1% of their total quoted value for the period of contract in shape of Bankers Cheque/Bank Draft from any nationalized bank in favor of the “EXECUTIVE OFFICER, BARIPADA MUNICIPALITY” payable at Baripada which is refundable to the unsuccessful Tenderers on demand.
- The Tenderers must enclose the Bankers Cheque/Bank Draft amounting to Rs 10,000/- towards the cost of Tender Documents with the office.

### **3. ESSENTIAL CRITERIA**

- The intending bidder must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or CAPART or by a State Government (or its agency).
- The bidder must have successfully completed at least two year experience in similar urban projects.
- Neither the Head of the Company/ Trust/ Society/ Agency/ NGO/ firms Institution, nor any employee of the Agency etc, should be either a Govt. /Semi Govt. employee or the employee of any Govt.-undertaking in any (casually/ contractually directly or indirectly) form.
- **The bidder must not have any political affiliation in any form:**  
The head of the Agency/NGO/Institution/ etc. and its employees must not be relative of any elected representatives such as MPs, MLAs, Councilors of ULBs, elected representatives of Panchayat Raj Institutions.

- The bidder must submit only the audited financial statements/reports for last three years as the evidence of turnover. Please note that this proof of turnover must be part of the technical proposal and not the financial proposal.
- Resolution of Executive/ Governing committee meeting authorizing the person to sign tender document.

**II. Financial Criteria:**

Min. annual average turnover of the bidder shall be **INR 1 Core** or more during the last 3 financial years i.e., 2016-17, 2017-18 & 2018-19. The bidders need to provide audited statements to support their claim.

**Note:**

- i. Bidder must submit a Proof of registration of the legal entity.
- ii. Audited Balance Sheets of the last three financial years must be submitted in support, without which the bid may not be considered. The calculation sheet for average annual turnover shall be certified by a Chartered Accountant).
- iii. Bidder must submit copy of work orders and its completion certificates of assignments issued by the client.
- iv. Payment will be made to the selected tenderer after execution of agreement and start of sanitation work on monthly basis on produce of bill.

***The authority reserves right to accept or reject any or all the Tender without assigning any reason thereof***

Signature of the Tenderer

Sd/-

***Executive Officer  
Baripada Municipality***

# **SCOPE OF WORK**

## **Detailed description:**

The objective of this contract is to ensure an efficient and effective Solid Waste Management within Baripada Municipal area in accordance with Solid Waste Management Rule – 2016.

The scope shall comprise of, but not limited to, the following broad components within the service area for existing customers as well as future customers as a result of new development & growth

1. Deployment of resources (Vehicles, labourers etc) as per field requirements and complying to the design standards
2. MSW collection, segregation and transportation.
3. Collection, cleaning and transportation of solid waste

### **1. Deployment of Resources**

The scope of work under this item shall include

- The Agency shall deploy adequate number of equipments, vehicles, Tools & Tackles, workshops, manpower (workers, drivers, helpers, supervisors and managers),
- The hardware deployed should be maintained properly including stocking adequate inventory & spares and should be replaced immediately based on requirement for continuance of hassle free service in the most efficient manner.
- All deployment has to be justified through proper calculations based on the field requirement, and shall be consulted with the Municipality Authority. Consultation or approval by the Municipality Authority does not exempt the service provider from his responsibility to achieve the required service performance standards and desired outputs. The deployment can subsequently be increased during operation to achieve the desired output.
- The bins which will be provided by Municipality are to be placed properly, so that they are accessible to the users, easy to operate, easy to transport, not exposed to atmosphere, aesthetically acceptable and user friendly.
- The damaged hardware other than bins shall have to be repaired /replaced immediately.

### **2. Collection, Cleaning and Transportation of solid waste.**

The scope of work under this item shall include

- **Door to Door** (House to House) collection of municipal solid waste from all residential areas including commercial/office units within the residential area, small apartments in the service area, through tricycles/ Light Commercial vehicles and the collected MSW shall be transported to the different MCC/MRFC/ Designated Dumping Yards at Raghunathpur
- Wastes generated from Road sweeping & Drain cleaning shall have to be collected separately (Wet & Dry) for transportation to the MCC/MRFC/Dumping Yard on daily basis.

- Door to Door collection of MSW is to be carried out on daily basis at pre-informed time & schedule by utilizing bell or musical alert as per the recommendation of Municipal Solid Waste Management & Handling Rules, 2016.
- Biodegradable and non-biodegradable solid waste should be separately collected and transported.
- Daily house to house collection of MSW from residential areas will be carried out generally in first shift, but it can be spread in two shifts, if required.
- Daily house to house collection of MSW will be carried out street-wise/ as per detail schedule of Route Chart prepared by the Municipal Authority.
- The services of all house to house collection and transportation of waste shall be provided on all days of the week, irrespective of any National Holidays, Festivals or local holiday.
- Collection and transportation of all types of MSW shall be made by means of Wheel Barrow,, Tricycle , LCV & Tractors regularly.
- The CD waste & other waste like dead animal will be collected and Transported to the dumping yard /land fill side.
- The MCC wise details of sanitation workers, LCV, & Tricycle required for engagement in different wards for various sanitation activities are as follows.

| Ward No. | MCC   | No of vehicles required ( One Small Vehicle Cover@400HH per Trip & One Tricycle Cover@200HH per Trip ) | Driver required for LCV | Labour required for Door to Door Collection (LCV + Tricycle) | Labour required for Road Sweeping | Labour required for Bush Cutting & Drain Cleaning | TOTAL LABOUR |
|----------|---|--|-------------------------|--|-----------------------------------|---|--------------|
| 1        | MCC-1(4.23 MT)<br>Day & Night Market,<br>Ward No-05 | Commercial Light vehicle -3,<br>Tricycle-5   | Driver-3                | LCV-6  | 24                                | 10  | 50           |
| 3        |   |  |                         | TICYCLE-10   |                                   |   |              |
| 4        |   |  |                         |  |                                   |   |              |
| 5        |   |  |                         |  |                                   |   |              |
| 10       |   |  |                         |  |                                   |   |              |
| 6        | MCC-2(3.89 MT)<br>Madhuban,<br>Ward No-09           | Commercial Light vehicle -3,<br>Tricycle-5   | Driver-3                | LCV-6  | 20                                | 10  | 46           |
| 7        |   |  |                         | TICYCLE-10   |                                   |   |              |
| 8        |   |  |                         |  |                                   |   |              |
| 9        |   |  |                         |  |                                   |   |              |
| 11       |   |  |                         |  |                                   |   |              |
| 12       | MCC-3( 4.69 MT)<br>Debendrapur,<br>Ward No-25       | Commercial Light vehicle -3,<br>Tricycle-5   | Driver-3                | LCV-6  | 17                                | 8   | 41           |
| 13       |   |  |                         | Tricycle-10  |                                   |   |              |
| 25       |   |  |                         |  |                                   |   |              |
| 28       |   |  |                         |  |                                   |   |              |
| 15       | MCC-5( 5.14 MT)                                     | Commercial Light   | Driver-3                | LCV-6  | 21                                | 10  | 51           |



|              |   |   |                       |   |            |           |            |
|--------------|---|---|-----------------------|---|------------|-----------|------------|
| 16           | Takatpur,<br>Ward No-27                       | vehicle -3,<br>Tricycle-7                     |                       | TICYCLE-14  |            |           |            |
| 19           |   |   |                       |   |            |           |            |
| 22           |   |   |                       |   |            |           |            |
| 23           |   |   |                       |   |            |           |            |
| 2            | MCC-6( 3.62 MT)<br>Bhugudakata,<br>Ward No-26 | Commercial Light<br>vehicle -4,<br>Tricycle-5 | Driver-4              | LCV-8   | 20         | 10        | 48         |
| 17           |   |   |                       |   |            |           |            |
| 18           |   |   |                       | TICYCLE-10  |            |           |            |
| 21           |   |   |                       |   |            |           |            |
| 26           |   |   |                       |   |            |           |            |
| <b>TOTAL</b> |   | <b>CLV-16 , Tricycle-<br/>27</b>              | <b>Driver-<br/>16</b> | <b>LABOUR<br/>FOR LCV-32<br/>LABOUR<br/>FOR<br/>TRICYCLE-54</b> | <b>102</b> | <b>48</b> | <b>236</b> |

- The details of Vehicles required for transportation of CD & Dead Animal & Other Waste of MSW( Door to Door Collection, Road Sweeping , Drain Cleaning & Bush Cutting) to MCC/MRFC /Dumping Yard site within Municipal area are given below.

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| SI No | Type of vehicle | Quantity | Remarks                               |
|-------|-----------------|----------|---------------------------------------|
| 1     | Tractor         | 4        | To be supplied by the selected Agency |
| 2     | Wheel Barrow    | 51       | To be supplied by the selected Agency |
| 3     | Tricycle        | 27       | Available at Municipality             |
| 4     | LCV             | 16       | To be supplied by the selected Agency |

- In case of any special occasion & emergent nature of the cleaning work must be carried out by existing sanitation worker.
- Necessary repairing work Vehicle/Tricycle/other sanitary equipments supplied by the Municipality will be taken by the selected Tenderer of his own.
- If light commercial vehicle/Tricycle/other sanitary equipments will be supplied by the Municipality than the proportionate cost will be deducted from the monthly bill of the selected Tenderer.

### 3. Collection, cleaning and transportation of solid waste.

The scope of work under this item shall include

- Sweeping of all main roads, narrow roads, lanes and by-lanes within the Municipality area shall be taken up manually
- Street sweeping and collection from all type of roads on daily basis within the Municipality area.
- In case of road is totally closed for renovation/ reconstruction or lying utilities etc the work shall be carried out by parking the vehicles (auto rickshaw/tricycle/truck) at the nearest accessible

place and carrying MSW by handcarts up-to the point and back. The service provider shall immediately convey the situation to the Nodal Officer, Municipality Authority in writing.

- The cleaning of all the drains (including de-silting), conservancy should be done on daily basis and bush cutting, weeds & other activities pertaining to sanitation within the service area once every week.
- Solid Wastes generated by sweeping, drain cleaning (excluding silts), conservancy cleaning, bush cutting, de-weeding, and other sanitation activities are to be transferred to the MCC/MRFC/Designated landfill/ Dumping site in a safe and covered container on daily basis
- Waste generated from drain de-silting (mud & sand) should not be mixed with MSW and shall have to be transported separately. On instruction from the Municipality Authority, these wastes have to be transferred to land fill site identified by the Municipality within the service area.
- Dead animals and carcasses shall be lifted in safe manner and transported as directed by Municipality Authority.
- On deposit of user's fee at Municipality the Construction and Demolition waste to be lifted from the side and transported and disposed of at land fill site at Raghunathpur.

#### 4. Service Delivery Compliance

- The clearing schedule of the Waste should ensure that MSW is cleared at least once in 24 hours.
- The Agency will ensure that the area around the Municipality is kept clean at all the times.
- The MSW shall not be disposed off/dumped/ **Disposal of waste in any area other than specified Place such as MCC/MRFC/Dumping Yard will be termed as deficiency of service and such repeated acts may lead to termination of contract .**
- Ensure safe transportation of the collected Municipal Solid Waste in covered container to the designated place at transfer station.
- Dry Municipal Solid Wastes like leaves, paper etc. shall not be burnt .
- The ground at the place where the vehicles stop for loading shall be cleaned and disinfected with an approved disinfectant .
- The Agency should ensure adequate safety for all manpower deployed including required insurance facility .
- The man power deployed by the service provider shall have to wear uniform/apron/PPE during working hours bearing the logo of Baripada Municipal Council which have to be approved by the employer.
- Minimum First –Aid facilities to be provided to the sanitation workers.
- Bio-N=Matric attendance to be taken on daily basis and the attendance sheet to be submitted in every month along with the monthly bill.
- The service provider must be branded the different light commercial vehicles/Tricycle/Wheel Barrow and other equipments use for sanitation work with different IEC materials of Solid Waste Management and inscription of Baripada Municipality at his own cost as per the requirement and designed provided by the Municipality Authority.

The service provider in close consultation with the employer should work out a detail time schedule and should adhere to the same timing. A tentative time schedule/work schedule is indicated below.

| Sl.No. | Activities   | Time Schedule   |
|--------|--|---|
| 1      | Road Sweeping & Drain Cleaning   | 5.00 AM to 10.00 AM<br>3.00 PM to 6 PM  |
| 2      | House to House collection of MSW from various Households, Institutions, Shops and & transportation to MCC/MRFC/ Designated Landfill / Dumping site | 1 <sup>st</sup> Shift-6:00 AM to 11:00 AM from Household.<br>2 <sup>nd</sup> Shift-3:00 PM to 6PM from Commercial Unit. |

- The Operator shall ensure the presence of his personnel every day at specified time
- The Operator should ensure same timing and same route as far as possible for Door to Door collection. However the timing can be modified with prior approval of Municipality Authorities and adequate communication to the affected customers
- The Operator shall ensure operations on all seven days of the week.

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.

| Parameter Description   | Minimum Achievement Target                   | Actual monthly Achievement   | Non compliance penalty  |
|-------------------------|--|--|---|
| Door To Door Collection | 100% Household level coverage (Door to Door) | (HHS * D – THD)/ (HHS*D)<br><br>HHS -Total HH in service area<br><br>D- Days in the month<br>THD - Total HH covered during the month | 0.5% of total monthly bill for every 5% short fall or part thereof, for 1 <sup>st</sup> month<br><br>1% of total monthly bill for every 5% short fall or part thereof, for 2 <sup>nd</sup> month<br><br>2.5% of total monthly bill for every 5% short fall or part thereof, for 3 <sup>rd</sup> month onwards |
|                         | Daily service                                | SD/TW<br><br>SD – Sum of days of service in each ward  | 0.5 % of total monthly bill for every day of short fall or part thereof   |

| <b>Parameter Description</b>           | <b>Minimum Achievement Target</b> | <b>Actual monthly Achievement</b>   | <b>Non compliance penalty</b>   |
|--|-----------------------------------|---|---|
|  |                                   | TW - Total no. wards in service area  |   |
| Waste Collection & transportation      | 85% Collection efficiency         | (TMG – TMT)/TMG   | 1% of total monthly bill for every 5% short fall or part thereof, for 1 <sup>st</sup> month           |
|  |                                   | TMG - Total monthly SW Generation assessed  | 1% of total monthly bill for every 5% short fall or part thereof, for 2 <sup>nd</sup> month           |
|  |                                   | TMT – Total monthly SW transported to TTS   | 2.5% of total monthly bill for every 5% short fall or part thereof, for 3 <sup>rd</sup> month onwards |
|  | 95% bins should not over flow     | [1- TBO/(TB * D)]<br>TBO – Total no. of bins overflow during the month<br>TB – Total no. of bins in the service area<br>D – Days in the month | 0.5% of total monthly bill for every 5% short fall or part thereof                                    |
| Street Sweeping                        | 95% coverage                      | LS/(TL*D)<br>TL- Total road length in the service area<br>LS - Road sweeping covered during the month<br>D- Days in the month                 | 0.5% of total monthly bill for every 5% short fall or part thereof                                    |
| Drain Cleaning                         | 95% coverage                      | DC/(DL*2)<br>DL- Total drain length in the service area<br>DC – Drain cleaning covered during the month                                       | 0.5% of total monthly bill for every 5% short fall or part thereof                                    |
| Conservancy Cleaning, bush cutting, de | 95% coverage                      | CC/(CL*2)<br>CL- Total conservancy  | 0.5% of total monthly bill for every 5% short fall or part thereof                                    |

| <b>Parameter Description</b> | <b>Minimum Achievement Target</b> | <b>Actual monthly Achievement</b>  | <b>Non compliance penalty</b>                                      |
|------------------------------|-----------------------------------|--|--|
| weeding                      |                                   | length in the service area<br>CC – Conservancy cleaning covered during the month   |  |
| Compliant Redressal          | 80% within 24 hrs                 | CR/TC<br>CR – During the month<br>Total no. of Complaint redressed with 24 hrs<br>TC – Total complaint received during the month | 0.5% of total monthly bill for every 5% short fall or part thereof |

- A detail performance monitoring, reporting and evaluation system shall have to be developed in consultation with the employer. The broad outline of the computation procedure is provided in the table above.
- Employer can conduct service delivery assessment and customer satisfaction sample survey within the service area at regular interval to assess the performance.
- All road side dumping of solid waste shall have to be collected irrespective of DTD service or provision of bins.

Signature of the Tenderer.

Sd/-  
**Executive Officer**  
**Baripada Municipality**

# TENDERER GUIDANCE

## OFFICE OF THE MUNICIPAL COUNCIL, BARIPADA .

### **DIRECTION FOR THE GUIDANCE OF THE TENDERER.**

1. All works proposed for execution by contract will be notified in the form of invitation to Tender posted on a board hung up in the office and signed by the Executive Officer.

This notice will state the work to be carried out, the items and approximate quantities thereof as well as the date for submitting and opening the Tenders also the amount of earnest money to be deposited and the amount of the security deposit to be deposited by the successful Tenderers and the percentage if any to be deducted from bills. Copies of the specification, plans and any other documents required in connection with the submission of Tender signed for the purpose of identification by the Executive Officer shall also be open for inspection by the Tenderer in the office of the Executive Officer during office hours.

2. In the event of the Tender being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.

3. Receipts for payments made on account of work, when executed by a firm, must also be signed by the several partners, except where the Tenderers are described in their Tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.

4. The amount of earnest money to be deposited @1%(one percent) of the total value for the contract period either in the shape of cash deposit/National Savings Certificate/DD/Bankers Cheque and in no other form duly pledged in favour of the Executive Officer, Baripada Municipality , Baripada .

5. Any person who submits a Tender shall fill up the usual prescribed printed form stating at what rate he is willing to undertake the item of the work. Incomplete Tender and Tenders which propose any alteration in the work specified in the said form of invitation to Tender , on which contain any other conditions of any sort or omit to note the time within which the work can be finished , or which are not accompanied the required earnest money will be liable for rejection.

6. The Executive Officer in presence of Tender committee will open the Tenders in the presence of any intending Tenderers who may be present at the time and will enter the amounts of the several Tenders in a comparative statement in a suitable form. In the event of a Tender being rejected the earnest money forwarded there with shall there upon be returned to the Tenderers with a A/C Payee cheque for the amount of the earnest money.

7. The authority reserves the right for rejecting any or all the Tenders without assigning any reason thereof.

8. In the event of a Tender being selected for acceptance by the Executive Officer , who opened the Tenders will, if he is competent to accept the Tender , inform the Tenderers of the selected Tender who shall there upon sign copies of the specification and other documents mentioned in rules for the purpose of identification and for his acceptance with the Tender . The Tenderers of the selected Tender shall also deposit the required amount of the security deposit @ 1% of the accepted total value for the period of contract including the E.M.D. deposit amount within the prescribed time.

9. The Tenderers has to sign all pages of all documents before submission of Tender failing which the offer will be rejected and will not be taken into comparative statement.

10. Security Deposit @5%, GST as applicable, IT @ 1% & Labour Cess @1% will be deducted from the monthly bill of the selected agency.

Signature of the Tenderer

Sd/-  
Executive Officer  
Baripada Municipality

INSTRUCTIONS TO TENDERER

&

**CONTRACT CONDITIONS ETC.**



## **INSTRUCTION TO TENDERERS CONTRACT CONDITIOINS ETC.**

### **The Tender shall accompany the following:**

1. The detailed Tender Call Notice, Tender documents and financial tender etc. issued by the Baripada Municipality in original should be signed by the tenderer in each page.
2. Earnest money to the tune of 1% (one percent)of the quoted amount in shape of demand draft/bankers cheque in favour of ***“THE EXECUTIVE OFFICER, BARIPADA MUNICIPALITY, BARIPADA ”*** should be attached with their offer .The Tenders with part EMD or EMD in any other shape shall be liable for outright rejection . Adjustment of EMD from other Tender will not be considered. The earnest money deposit of the unsuccessful tenderer shall be refunded to them after finalization of the Tender and execution of the agreement with the successful tenderer.
3. Valid and up-to-date registration certificate of the tenderer, PAN Card, GST Registration certificate, labour license and no relation certificate either in original/attested true copies should be deposited along with original Tender paper duly signed in all pages of documents submitted.
4. Detailed description on the scope of the Tender and specification, contract conditions etc., of the Baripada Municipality to be signed and to be enclosed to the tenders. Failing which the Tender will be treated as non responsive and will be rejected out rightly and shall not taken to comparative statement.
5. A statement showing the list of similar work executed so far, specifying the Department/Organisation for whom executed, indicting the year of execution and list of similar works in hand certificates duly signed by the concerned authority not below the rank of Asst. Engineer shall be enclosed. True copy of certificates in support of evidence furnished above shall be enclosed duly attested. Besides a list of T & P possessed by the Tenderer shall be furnished with offer.
6. The Tenderer shall enclose list of tools and plants, machineries required for the work and to enclose proof of machineries owned/leased by him required for the work to complete in all respect. List of adequate personnel to be engaged by the Tenderer for smooth execution of work stating the name, qualification, experience etc. to be attached.

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

7. In the event of acceptance of Tender, the Tenderer shall entered into an agreement with the Baripada Municipality.
8. The fair wage clause, the accepted Tender, the letter of intent and the specification , for execution, contract condition, accepted offer and all other documents if not stated here in but provided in Tender schedule & bill of quantities will form a part of the agreement . List of works in hand, list of similar work executed , list of T & P equipment, no relation certificate, declaration certificate , also will form part of the agreement.
9. GST and all other taxes, duties, fees and other charges required to be paid for execution of the work complete in all respect shall be borne by the Tenderer. Escalation from any account what so ever in connection with work within the period of actual completion shall not be entertained and shall not be paid by the Baripada Municipality.
10. No advance payment shall be made on any accounts except payment of monthly bills.
11. In addition to earnest money deposit, further 1% of accepted offer is required to be deposited during execution of agreement towards initial security deposit.
12. The above said 2% of security deposit (including EMD) shall be refunded to the Tenderer after satisfactory completion of the contract period or after annual audit of Baripada Municipality as will be mutually decided.
13. In case same quoted rate offered by the bidders the local bidder will be given priority.
14. **Validity of offer:** The validity of offer will be 90 days which will be counted from date of opening of Tender, failing which if required the Tenderers have to further extend their validity offer, if required by the Baripada Municipality
15. **Interim payment :**A bill shall be submitted by the Tenderer in each month on or before the date fixed by the Executive Officer for all works executed in the previous month , and the Health Officer or his subordinate shall give the requisite certificate for the purpose of having the same verified before the expiry of seven days from the presentation of the bill.

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

16. **Work to be executed as per specification:** The Tenderer shall execute the whole and every part of the work in the most substantial and workman like manner, and both as regards man power and otherwise in every respect in strict accordance with the specifications. The Tenderer shall also confirm exactly ,fully and faithfully to the specifications, conditions and instructions in writing relating to the work as signed by the Executive Officer and lodged to his office, and to which the Tenderer shall be entitled to have access at such office, purpose of the inspection during office hour and the Tenderer shall, if he so requires be entitled at his own expenses to make or cause to be made copies of the specifications
17. The Tenderer shall bear the entire responsibility under workman compensation act and abide by the fair wage clause and Tenderer's regulation incorporated in the agreement. The Tenderer has to quote the rate accordingly and no extra cost whatsoever on this account shall be entertained by the department to fair wage clause.
18. Technical Proposal shall be placed in a separate sealed envelopes clearly marked as, **“TECHNICAL BID FOR MUNICIPAL SOLID WASTE MANAGEMENT UNDER BARIPADA MUNICIPALITY”** Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked as, **“FINANCIAL BID FOR MUNICIPAL SOLID WASTE MANAGEMENT UNDER BARIPADA MUNICIPALITY”**  
The two envelopes containing the Technical and Financial Proposals shall be placed in a big envelope and sealed. This big envelope shall be clearly marked as, **“BID FOR MUNICIPAL SOLID WASTE MANAGEMENT UNDER BARIPADA MUNICIPALITY”**.
19. . The terms and conditions during the contract period shall be considered by the Municipal Authority if the increment in the labour wage as per provision of law.

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

## **General Terms and Conditions**

### **Instruction to Tenderers**

1. The Tenderers are requested to examine the instructions/terms and conditions and specifications given in the tender document carefully before filling up the Tender document and rate should be quoted accordingly.
2. Failure to fulfill the eligibility criteria mentioned in the Tender Call Notice and failure for submission of required documents in all respect shall result the rejection of tender.
3. The Tenderers are requested to make a field visit within the ward mentioned in the Tender Call Notice and to ascertain the no. of houses for door to door collection of Solid Waste and waste collection from commercial , Bulk waste generator and the length / width of internal roads and drains to be cleaned for ascertaining the manpower/equipments & machineries required for the work.
4. The Tenderers shall have to take attendance of the engaged sanitation workers by implementing **Bio- Matric Mechanism System** daily which will be submitted monthly before the office at the time of Payment of bills.
5. One centrally located office within the Baripada Municipality area along with separate complains register for each ward will be provided by the Tenderers.
6. Necessary uniforms/aprons/ personal protective equipment (PPE)with inscription of Baripada Municipality and identity card with photo should be provided by the selected Tenderer to the sanitation workers for their identification and recognition .
7. Necessary equipments like Booms, Jhadus, Wheel Barrows and others equipments required for Sanitary Works should be provided by the selected Tenderer to the sanitation workers for smooth management of works.
8. The trolley of the transportation vehicles should be covered with net so that loaded garbage does not fall in the street and not create an nuisance. .
9. The validity of the tender is meant for carrying out the work during the mentioned period of contract only. However, in case of failure to obey the instructions of the authority for due fulfillment of conditions of the agreement and for non-performance of work during the contract period, the agreement will be rescinded without any compensation.

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

10. The successful Tenderers shall have to deposit @1% of the total work order value for the E.M.D. deposited with the Tender documents towards Security Deposit before execution of the agreement which will be refunded on satisfactory completion of contract period.
11. Quoting abnormal workable rate or abnormal higher rate will be liable for rejection of the Tender document by the Tender accepting authority.
12. The executing agency shall sign an agreement at the time of awarding sanitation work to keep the city clean as per SWM Rule-2016 which will be evaluated in each month, failing which the above work shall attract termination of the contract
13. The conditional and incomplete Tenders are liable for rejection.
14. The Tenderers submitted by partnership firms should be furnished with partnership deed duly registered.
15. Letter of authorization for representing the registered firm/ registered company /NGOs and entrepreneur to sign the tender document should be enclosed along with the tender document.
16. Tenders containing overwriting, additions, alternation, erasures obliteration and other discrepancies may not be considered. The Tenderers should properly attest all corrections made by them.
17. The tenderer shall sign every page of the tender documents and submit all of them.
18. The Tenderers should quote rates both in figures and in word. Wherever if there is difference in between the rate quoted in figures and words, the rate quoted in words will be considered.
19. The Tenderer should arrange at his own cost necessary equipments, vehicles, machineries tools and plants etc. required for the efficient execution of the work and the rates quoted should be inclusive of the running charges of such plant and cost of consumables.
20. The undersigned will not be held responsible in case of market price variation including labour wages. The final acceptance rate will remain unchanged at any stage.
21. The Authority can add more terms and conditions if found suitable subsequently in the agreement and the selected tenderer can't made any objection.

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

## **Engagement of Labourer :**

1. The Tenderer shall not employ for the purpose of this contract any person who is below the age of Fifteen years, and shall pay to each labourer or the work done by such labourer , wages not less than the wages paid for, similar work in the neighborhood or fixed by the Government from time to time.
2. The Executive Officer shall have the right to enquire and to decide any complaint alleging that the wages paid by the Tenderer to any labour for the work done by such labourer is less than the wages paid for similar work to the neighborhood or fixed by the Government from time to time.
3. The Officer-in-charge of the work shall have the right to decide whether any labourer employed by the Tenderer is below the age of twelve years and to refuse to allow any labourer whom he decides to be below the age of twelve years to be employed by the Tenderer.
4. In case of any complaint by the labourer engaged by the Tenderer for the work about non-payment or less payment of wages as per the latest minimum wages Act. The Executive Officer will have the right to investigate and if the Tenderer is found to be in default, he may recover such amount from the Tenderer and pay such amount to the labourers directly under information to the local Labour Officer of the Govt. The decision of the Executive Officer is final and binding on the Tenderer.
5. The Tenderer shall employ under him one Liaison Officer during the period of execution of work at his own cost. No extra payment shall be paid by the Baripada Municipality on account of this .
6. The Tenderer has to arrange accommodation, water supply and sanitary arrangement at his own cost for his workers employed and also has to arrange for adequate lighting arrangements for night works whenever necessary at his own cost.
7. The Tenderer will have to submit to the Executive Officer, Baripada Municipality monthly return of labour both skilled and unskilled labour employed by him on the work.
8. The selected Tenderer must abide by the Act & Rules of Labour Laws applicable to the establishments in engagement for execution of Sanitation Work.

**Signature of the Tenderer**

Sd/-  
**Executive Officer**  
**Baripada Municipality**

## OTHER TERMS AND CONDITIONS

1. The successful tenderer shall execute an agreement in non-judicial stamp paper of Rs.100/- and required no. of cartridge paper with the Municipality and to deposit the required amount of security deposit within seven days from the date of receipt of letter of acceptance from the Municipality. In case of failure to execute agreement or failure to deposit the performance security deposit in the stipulated time period the Municipality will be at liberty to reject the tender with forfeiture of earnest money deposit.
2. The EMD furnished by the unsuccessful tenderers will be returned back on application only after the finalization of the tender and execution of agreement with the successful tenderer.
3. The vehicles for transportation of solid wastes must be in good Running condition.
4. The drivers of the vehicles must have valid driving license.
5. The executing agency shall bear the cost of fuel, lubricants, repair and maintenance of the vehicle as well as salary and wages of the drivers and staff engaged in the vehicle.
6. The labour required for loading, unloading, collection and transportation etc. shall be provided by the executing agency.
7. The agency should be able to deploy as many vehicles as required to transport the entire solid wastes generated within Baripada Municipality area in a day so that the specified area should be thoroughly cleaned during a particular fixed time as may be decided by Municipality.
8. In case the agency does not comply to the instruction of Baripada Municipality, Municipality may engage any other agency for removal of such solid wastes which has not been collected by the executing agency and in such a case, the cost of collection and removal through the other agency shall be recovered from the bills of the a original executing agency.
9. The transportation of garbage will be done with due care and the transporting vehicle shall be covered as per norms specified by the pollution control board.
10. The agency has to maintain a register clearly indicating numbers of trips made with vehicles number, time of loading and unloading of arrival and departure as per the direction of office-in-charge of municipality and register may be subject to verifications at any time by any authorized officer of the Municipality.
11. The bills shall be paid by the municipality on monthly basis as per agreement executed in between.
12. Municipality reserves the right to extend the period of contract if required with mutual consent of Tenderers after closing the contract period.

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

13. Municipality shall have the right to add /delete any condition to/from the agreement as and when required for smooth management for the sanitation service on mutual discussion.
14. The waste collectors engaged by the executants shall be collecting solid wastes from various households on daily basis on particular fixed timings area-wise as may be finalized by the executants in consultation with the officer-in-charge of the Municipality.
15. In case the work on a particular day during inspection by municipality by the officials is not found satisfactory, proportionate deduction in the payable bill of the agency will be made. The amount of the deduction will be decided by the Executive Office, Baripada Municipality or non-else.
16. The Agency shall furnish a detailed list of manpower (sweepers , drivers etc) employed in the SWM operations after getting the work order. If there is any change of manpower details during the contract period, then the Agency shall update the Municipal Authority.
17. As per Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, no person shall be involved in cleaning of drain or any other SWM operations without proper safety gears. Hence, the Agency shall be held fully responsible if he/she violates this Act. The Agency shall provide adequate personal protective equipment (PPE) to all its employees who are employed in SWM operations.
18. The officer- in charge from municipality shall indicate a particular timing during a day (preferable during the night time )when no solid wastes of any kind should be available in the area at the said time. The executing agency shall provide all necessary labour and other necessary T&P articles including safety devices for the health of the labourers engaged as may be required for the job and as per direction of officer-in -charge. Incase of non compliance of above by the executing agency, municipality reserves the right to close the contract at any time within the specified period of contract with a simple 7(seven) days notice served to the agency by the Municipality.
19. The authority reserves the right to cancel one or all the tenders at any time and any stage without assigning any reason thereof.
20. In case of any dispute arising out of the contract, the matter shall be decided as per law inside the jurisdiction of Baripada .

Sd/-

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**



**CERTIFICATION OF NO RELATIONSHIP.**

I/we hereby certify that I/we am/are not related to any officer or staff of the rank of Junior Engineer and above of Baripada Municipality and any officer of the rank of Under Secretary and above of the Housing & Urban Development Department. I/we am/are aware that if the facts subsequently proved to be false My/our contract will be rescinded with forfeiture of E.M.D. and security deposit and I/We shall be liable to make good loss or damage resulting from such cancellation.

I/we also note that non-submission of this certificate will render my/our Tender liable for rejection.

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

**NO OBJECTION CERTIFICATE.**

I/we hereby certify that I/We will have no objection for execution of the above project if there will be a change in site, design, quantity and model/ or any other change of the project during the period of execution.

I/We also note that non-submission of this certificate will render my/our Tender liable for rejection.

**Signature of the Tenderer**

**Executive Officer  
Baripada Municipality**

## **CERTIFICATE OF LIST OF WORKS IN HAND.**

I/we do hereby certify that at present the following works are in my/our hand.

| Sl. No. | Particulars of work now in hand. | Amount of each work. | Period in which the work is stipulated to be completed (in months.) | Approximate value of work done against each work on the date of submission of Tender. | Department under which the work is being taken up |
|---------|----------------------------------|----------------------|---|---|---|
| 1       | 2                                | 3                    | 4   | 5   | 6   |
|         |                                  |                      |   |   |   |

N.B: Attested copies of such certificate to be furnished. Certificates to be obtained from not below the rank of Asst. Engineer use additional sheet if necessary.

I/we also note that non-submission of certificate will render my/our Tender liable for rejection.

[Use additional sheet if necessary]

Signature of the Tenderer.

Signature of the Tenderer.

**Executive Officer  
Baripada Municipality**

## **CERTIFICATE OF LIST OF SIMILAR WORKS EXECUTED.**

I/we do hereby certify that the following works have been executed by me/us.

| Sl. No. | Particulars of works already executed/ name | Approximate amount of each work. | Name of department under which the works were executed. | Period of commencement and period of completion. | Whether the works were completed in stipulated period. | Item of works. | Quantity executed. |
|---------|---|----------------------------------|---|--|--|----------------|--------------------|
| 1       | 2   | 3                                | 4   | 5  | 6  | 7              | 8                  |
|         |   |                                  |   |  |  |                |                    |

N.B. Attested copies of such certificate to be enclosed. Certificate should be obtained minimum from rank of Asst. Engineer and above.

I/we also note that non-submission of the certificate will render my/our Tender liable for rejection. Non-fulfillment of these criteria of execution of similar works shall render my/our Tender/offer for rejection.

Signature of the Tenderer.

Use additional sheets if necessary.

Signature of the Tenderer.

**Executive Officer**  
**Baripada Municipality**

## **CERTIFICATE OF TOOLS AND PLANTS.**

I do hereby certify that the following tools and plants, machineries and vehicles are in my/our possession in full working condition.

i)

ii)

iii)

iv)

v)

vi)

vii)

viii)

ix)

I/we also note that non-submission of this certificate will render my/our Tender liable for rejection.

Signature of the Tenderer.

Use additional sheets if necessary.

Signature of the Tenderer.

**Executive Officer  
Baripada Municipality**

## **DECLARATION CERTIFICATE.**

I/we have visited the site and have fully acquainted with the local situation regarding the materials, labour and the factors pertaining to the work for completion in all respect before submitting the Tender.

I/We have carefully studied the scope of work conditions of the execution, specification, contract conditions and all other documents relating to this work and agreed to execute the same accordingly.

I/We solemnly pledge that I/We shall be sincere in discharging my/our duties as responsible Tenderer and complete the work within the prescribed time limit. In case there are any deviation from the execution programme I/We shall abide by the decision of the Executive Officer for effectiveness of the programme and arrange for the labours materials ,equipments etc. accordingly.

I/We undertake that I/We shall not claim escalation of cost of account of materials ,labours , taxes , natural calamities, public nuisance, miscreants or from any account in connection with work within the actual completion period taken by the work for completion and shall not be entertained by the Baripada Municipality.

In case of violation of the contents of Baripada Municipality Tender documents in shape of extra conditions or in any form , my/our offer /Tender shall be rejected by Baripada Municipality without any intimation.

Signature of Tenderer.

Signature of the Tenderer.

**Executive Officer  
Baripada Municipality**



# FINANCIAL BID

## FINANCIAL TENDER

| S. No | Scope of work   | Quoted rate offer by bidder per Month |          | Remarks |
|-------|---|---------------------------------------|----------|---------|
|       |   | In figures                            | In Words |         |
|       |   | Rs.                                   | P.       |         |
| 1.    | <p>Sweeping of roads , cleaning of drains &amp; Bush Cutting in both sides of roads, Door to Door Collection of Waste in a segregated manner (Wet &amp; Dry Waste ) and transportation of Municipal Solid Waste separately Wet &amp; Dry Waste including other waste to the identified Micro Composting Centre (MCC) / MRFC/Dumping yard/ Disposal Centers located at different places within Municipality area.</p> <p><b><u>WARD DETAILS:-</u></b></p> <p><b><u>(28 Wards)</u></b></p> <p><b>Ward No :- .1,2,3,4,5,6, 7, 8,9,10,11,12,13 ,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28.</b></p> |                                       |          |         |

**Signature of the Tenderer**

**A P P R O V E D**

**Executive Officer  
Baripada Municipality**

**TECHNICAL BID**

| Sl. No. | Covered Envelop                 | List of Documents Attached ( Self Attested Copy)   | ✓ Mark |
|---------|---------------------------------|--|--------|
| 1.      | 1 <sup>st</sup> Covered Envelop | 1. Experience Certificate of similar nature of work (2-3 years) with photographs .         |        |
|         |                                 | 2. Valid Registration Certificate.   |        |
|         |                                 | 3. Valid PAN Card  |        |
|         |                                 | 4. Valid GST Registration  |        |
|         |                                 | 5. Valid EPF,ESI & Sub Commercial License  |        |
|         |                                 | 6. Valid Labour License  |        |
|         |                                 | 7. Last Engagement Order from any Govt. Office   |        |
|         |                                 | 8. Availability of own Vehicle, Equipments and other sanitation materials (Enclosure List) |        |
|         |                                 | 9. Receipt of Tender Paper Cost  |        |
|         |                                 | 10. Deposit the Earnest Money Deposit(E.M.D)@1% in shape of Bankers Cheque/Bank Draft.     |        |
|         |                                 | 11. Action Plan for any modernism technology (if any)                                      |        |
|         |                                 | 12. List of available Sanitary Workers for Sanitation Work                                 |        |
|         |                                 | 13. Any Other Documents/Activities.(Attach with Photograph and its soft copy)              |        |

(Signature Of bidder)

Name of the bidder:-

Address of the bidder:-

Phone No.:-

|                              |  |
|------------------------------|--|
| Total No. Of Correction:-    |  |
| Total No. Of Over writing :- |  |
| Total No. Of Interpolation:- |  |

(Signature of the bidder)



## Checklist for Office Use

| Sl. No. | Covered Envelop                 | Head                          | List of Documents    |
|---------|---------------------------------|-------------------------------|----------------------|
| 1       | 1 <sup>st</sup> Covered Envelop | Technical Bid                 | 1                    |
|         |                                 |                               | 2                    |
|         |                                 |                               | 3                    |
|         |                                 |                               | 4                    |
|         |                                 |                               | 5                    |
|         |                                 |                               | 6                    |
|         |                                 |                               | 7                    |
|         |                                 |                               | 8                    |
|         |                                 |                               | 9                    |
|         |                                 |                               | 10                   |
|         |                                 |                               | 11                   |
|         |                                 |                               | 12                   |
|         |                                 |                               | 13                   |
|         |                                 |                               | 14                   |
| 2.      | 2 <sup>nd</sup> Covered Envelop | Financial Bid                 | No amount offer here |
| 3.      | 3 <sup>rd</sup> Covered Envelop | Technical Bid & Financial Bid |                      |

●

(Signature Of bidder)

Name of the bidder:-

Address of the bidder:-

Phone No.:-

|                              |  |
|------------------------------|--|
| Total No. Of Correction:-    |  |
| Total No. Of Over writing :- |  |
| Total No. Of Interpolation:- |  |

(Signature of the bidder)