

# ଖଣ୍ଡପଡ଼ା ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ ପରିଷଦ, ଖଣ୍ଡପଡ଼ା

## OFFICE OF THE NOTIFIED AREA COUNCIL : KHANDAPADA

E-Mail Id-nackpg89@gmail.com

No - ୫୨୫

Date. 15.03.2024

### QUOTATION CALL NOTICE

Sealed quotation is hereby invited from intending regd. Pvt. Ltd. to supply of different category of **Sweeper-36Nos. (Un-skilled), Tractor Driver-1No. (Highly Skilled), Tractor Sweeper-2Nos.(Un-Skilled), Cess Poll Driver-1No.(Highly Skilled), Cess Poll Sweeper-2No.(Un-Skilled), LCV Driver-4Nos.(Highly Skilled), LCV Sweeper/Helper-4Nos.(Un-Skilled), Sanitation Supervisor-2Nos. (Un-Skilled)** in shift basis to Khandapada NAC as per requirements for the financial year 2024-25. The stipulated time period of contacts will starts after execution of agreement.

The non refundable paper cost of (Rs. 10000/- + GST of Rs. 1800/-) = Rs. 11800/- (Rupees Eleven Thousand Eight Hundred ) in total will be deposited in the shape of Bank draft in favour of Executive Officer, NAC, Khandapada, payable at Khandapada failing which the tender/quotation will be rejected automatically. The tender documents as required by this office along with EMD in shape TDR/FDR/D.D of value of Rs.30,000/- in favour of Executive Officer, NAC, Khandapada which is refundable, will be kept as security money if the service provider is awarded with the contract and the EMD of unsuccessfully bidder will be returned . No interest will be paid on the security money deposited by the successful bidder.

The Tender/quotation call Notice , eligibility criteria , Bill of Quantity (BOQ) may be downloaded from the district website i.e. [nayagarh.nic.in](http://nayagarh.nic.in) and in office website <http://www.khandapadanac.in>.

The quotationer / tenderer is advised to download the Tender paper from the website to quote their offer rate in the BOQ . It is to state here that the BOQ must be kept in one envelop and other tender/quotation papers in another envelop. Then these two type of envelops will be kept in one envelop which can be dropped in the sealed tender box available in office of the undersigned or can be received through Indian regd. Post/ speed post on dt. **02/04/2024 by 5.00 P.M** . For any type of postal delay the NAC will not be held responsible. The tender/quotation Box will be opened on Dt.03/04/2024 at 11.30A.M in presence of tenderers or their authorized representative, committee members and authorities.



## GENERAL INSTRUCTIONS FOR BIDDERS.

1. The Executive Officer, Khandapada NAC requires the service of reputed well established and financial sound manpower Service Providers to provide service of SANITATION WORK for day to day official work.
2. The place of engagement of labour and the jurisdiction of Executive Officer, Khandapada NAC is given in Annexure-1.
3. Interested Service Provider has to submit his offer in the prescribed Tender format directly to the Executive Officer, Khandapada NAC.

The address to which the tender documents are to be sent is as follows:-

The Executive Officer, Khandapada NAC.

Address : At/ PO - Khandapada, Dist.-Nayagarh, PIN-752077

The Service Provider may also submit bid to the Executive Officer, Khandapada NAC by Speed Post/Registered Post / drop box.

4. The contract of providing the aforesaid manpower is likely for 2024-25 financial Year. The period of the contract may be further extended beyond agreement period / date provided the requirement of the Department for manpower persist at that time or may be curtailed / terminated before due date owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Department's requirement. The Department, however, reserves right to terminate this initial contract at any time after giving ten days' notice to the selected Service Provider.
5. This Department has approximate requirement for 52nos. sanitation worker at different area of Khandapada NAC. NAC may reduce or increase the number of Sanitation Workers when required with short term Notice.
6. The interested Manpower Service Providers may submit the tender document complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 30,000/- ( Thirty Thousand) only** in shape of **TDR/FDR/D.D** in favour of the Executive Officer, Khandapada NAC payable at Khandapara.
7. The various crucial dates relating to "Tender for Providing Sanitation Services to the Executive Officer, Khandapada NAC are cited as under:  
Last Date and time for submission of Tender Document: 02/04/2024 by 5.00 P.M.  
a) Date and time for opening of :-  
(i) Technical Bid : - 03/02/2024 by 11.30 A.M.  
(ii) Financial Bids of eligible Tenders and selection: 03/02/2024 by 3.30 P.M.  
(iii) Likely date for commencement of Deployment of required manpower: Within 15 (fifteen) days after receiving the work order
8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. Interested agencies are advised to submit two separate sealed envelopes superscribed "Technical Bids" and "Financial Bid". Both sealed envelopes should be kept in a third sealed envelope superscribed "Tender for providing **Sanitation Work such as Sweeping of Streets, Cleaning, of Drains, Door to Door Collection, Lifting and Transportation of Grabages/ Animal Dead Bodies of NAC, Khandapada**". The bids are to be sent to the Executive Officer, Khandapada NAC.



- Those are eligible/ successful after finalization of papers submitted as
9. The Earnest Money Deposit (EMD) of **Rs. 30,000/- (Thirty Thousand) only** which can be refundable (without interest), should accompany the Technical Bid of the service provider in the form of Demand Draft payable in favour of Executive Officer, Khandapada NAC failing which the tender shall be rejected summarily.
  10. The tendering Manpower Service Providers are to enclose photocopies of the following documents (duly attested by Gazetted Officers of the State Government / Central Government) along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.
    - a) Registration certificate of the applicant organisation.
    - b) Copy of the PAN / GIR Card.
    - c) Copy of the IT return filed for the last three financial years.
    - d) Copies of EPF and ESI certificate.
    - e) Copy of the GST registration certificate.
    - f) Certified extracts of the Bank Account containing transactions during last three years.
    - g) Work order / experience certificate issued from the concerned authority / employer not below the rank of Executive Officer / Head of the Organization /Any other authority under whom the work is done assigned therein and should be of similar nature i.e., sweeping / cleaning from any Government department / PSU / NAC etc.
  11. The conditional bids shall not be considered and will be out-rightly rejected in very first instance.
  12. All entries in the tender form should be legible. If the space furnishing information is insufficient a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be signed by the person authorised to sign the tender bids.
  13. The technical bids shall be opened on the scheduled date and time as given in important dates of Tender on page-2 in the office of the NAC KHANDAPADA, where the Tender Paper is submitted, in the presence of the service providers or his representatives, if any, who wish to be present on the spot at that time.
  14. The financial bid of only those tenders will be opened whose Technical Bids are selected. The financial bids shall be opened after selection of technical bid (date) in the office chamber of the EO, NAC KHANDAPADA, in presence of the Service Providers or his authorised representatives, if any, who wish to be present on the spot at that time.
  15. The Competent Authority reserves the right to reject / correct bids / tender without assigning any reason.
  16. A Selection Committee headed by the Executive Officer, Khandapada NAC will select 3 best eligible technical offers for further evaluation of financial bids.
  17. The labour will be paid a consolidated remuneration and statutory dues as per Government Circulars / as prescribed by the labour department.
  18. The financial bid of selected bidders will only be opened and others will be returned as such along with EMD.
  19. EMD of all unsuccessful bidders will be refunded.
  20. The selection of Service Provider will be done by ULB Level Committee.
  21. The selected Service Provider will thereafter execute an agreement with the Executive Officer, Khandapada NAC to whom the bills for the services will be charged for payment in respect of labour engaged in different area of this NAC.



Those are eligible/ successful after finalization of papers submitted as per the eligibility criteria, can only participate in the financial bid as given in the 'Bill of quantity'. The total offered rate will be considered instead of single offer rate of each category of workers. Apart from this the service provider will deposit the wage, statutory dues of the workers and also provide the safety equipments & other entitlements to the workers/manpower as per norms of Govt. After payment of wages by the service provider, NAC will disburse the same to the service provider.


The successful bidder /tenderer will execute the agreement with the NAC by specifying terms, conditions including duties and responsibility of the successful bidders in details. The bidder should provide mail ID, contact No. and postal address for any correspondence. The authority shall reserve the rights to cancel or reject or modify the tender papers/ quotation papers without assigning any reason thereof.

By the order of Administrator

  
Executive Officer  
NAC Khandapada

Memo No. 826 / Dt. 15-03-2024

Copy submitted to the Director Municipal Administration & Ex-Officio Additional Secretary to Govt. in Housing & Urban Development Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
Executive Officer  
NAC Khandapada

Memo No. 827 / Dt. 15-03-2024

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

  
Executive Officer  
NAC Khandapada

Memo No. 828 / Dt. 15-03-2024

Copy submitted to the Project Director, DUDA, Nayagarh for favour of kind information.

  
Executive Officer



Memo No. 829(5) / Dt. 15-03-2024

Copy to Asst. Engineer, M.I. Khandapada/Asst. Engineer (R&B) Khandapada /Asst. Engineer R.D.Khandapada / Tahasildar, Khandapada/ B.D.O, Khandapada for favour of kind information with a request to display a copy of this Notice on your notice board for wide publication.

  
Executive Officer  
NAC Khandapada

Memo No. 830 / Dt. 15.03.2024

Copy submitted to the D.I.O., NIC, Nayagarh for favour of kind information with a request to upload the advertisement in District website at the earliest.

  
Executive Officer  
NAC Khandapada

Memo No. 831 / Dt. 15.03.2024

Copy submitted to the I & PR Department, Odisha, Bhubaneswar for kind information and request to publish the notice in one Odia daily news paper for one day within minimum space for wide publication & submit the bill for payment.

  
Executive Officer  
NAC Khandapada

Memo No. 832 / Dt. 15.03.2024

Copy to the office notice board and in office website i.e. <http://www.khandapadanac.in> for wide circulation and information of all concerned.

  
Executive Officer  
NAC Khandapada



### Important Dates

For Providing Service of Sanitation Work such as Sweeping of Streets, Cleaning, of Drains, Door to Door Collection, Lifting and Transportation of Grabages/ Animal Dead Bodies of NAC, Khandapada.

	<b>Description</b>	<b>Dates/Periods</b>
(a)	Last Date and time for submission of Tender Document	02/04/2024 by 5.00 P.M
(b)	Date and time for Opening of	03/04/2024 ( If any problem occurred then will notify to the participated bidder )
	(i) Technical Bids	03/04/2024 at 11.30A.M
	(ii) Financial Bids	03/04/2024 at 3.30P.M
(c)	Likely date for commencement of deployment of required manpower	Within 15 (fifteen) days after receiving the work order



## TECHNICAL REQUIREMENTS FOR THE TENDERING SANITATION SERVICE PROVIDER

The tendering service provider should fulfil the following technical specifications:

- a) The registered office or one of the branch offices of the service provider should be located within Nayagarh District, Odisha.
- b) They should register with the appropriate registration authority.
- c) They should have experience in providing clean / sanitation/manpower to Government Departments / Public Sector Companies / Bank, etc.
- d) They should have their own Bank Account.
- e) They should be registered with appropriate authorities under employees' provident fund and employees State Insurance Act.
- f) They should have any other regulatory clearance that may be required for providing manpower services.
- g) Minimum turnover requirement of Fifty Lakh annually for last 3 years. Higher turnover in term of Manpower supply and client base is an added advantage.

7. Name & telephone No. of Authorized office / person to liaison with Field Officer (S)

8. Banker of the Manpower Service Provider (Attach certified copy of statement of Account for the last three years)

9. PAN/GIR No. (Attach attested copy)

10. Service Tax Registration No. (Attach attested copy)

11. E.P.F. Registration No. (Attach attested copy)

12. E.S.I. Registration No. (Attach attested copy)

13. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years

Financial Year	Amount (In lakh)	Remarks, if any
2020-21		
2021-22		
2022-23		

14. Additional information, if any (Attach separate sheet if space provided is insufficient)



**APPLICATION – TECHNICAL BID**

**FOR PROVIDING SANITATION WORK SUCH AS SWEEPING OF STREETS, CLEANING, OF DRAINS, DOOR TO DOOR COLLECTION, LIFTING AND TRANSPORTATION OF GRABAGES/ ANIMAL DEAD BODIES OF NAC, KHANDAPADA**

1. Name of Tendering manpower Service Provider :

\_\_\_\_\_

2. Details of Paper Cost Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_.

3. Details of EMD in shape of DD/TDR/Fixed Deposit No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_.

4. Name of Proprietor / Partner / Director \_\_\_\_\_

5. Full Address of Registered Office \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-mail address \_\_\_\_\_

6. Full address of Operating Branch office (if any)

\_\_\_\_\_ Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-mail address \_\_\_\_\_

7. Name & telephone No. of Authorised office / person to liaison with field Officer (s)

8. Banker of the Manpower Service Provider : (Attach certified copy of statement of Account for the last three years)

\_\_\_\_\_

9. PAN / GIR No. \_\_\_\_\_ ( Attach attested copy)

10. Service Tax Registration No. \_\_\_\_\_ (Attach attested copy)

11. E.P.F. Registration No. \_\_\_\_\_ (Attach attested copy)

12. E.S.I. Registration No. \_\_\_\_\_ (Attach attested copy)

13. Financial turnover of the tendering **Manpower Service Provider** for the last 3 financial years:

Financial Year	Amount (In lakh)	Remarks, if any
2020-21		
2021-22		
2022-23		

14. Additional information, if any :(Attach separate sheet if space provided is insufficient)



APPLICATION FINANCIAL BID

FOR PROVIDING SANITATION WORK SUCH AS AMPEERING OF STREETS

15. Give details of the major similar contracts by the tendering Manpower Service Provider during the last three years in the following format.

(If the space provided is insufficient, a separate sheet may be attached)

Sl. No.	Name of client, address, telephone & Fax No.	Manpower Services Provided		Amount of contract	Duration of contract	
		Type of manpower provided	No.		From	to
2020-21						
2021-22						
2022-23						

16. Additional information, if any  
(Attach separate sheet, if required)

Date

Signature of authorised person

Name :

Place

Seal :



## APPLICATION FINANCIAL BID

FOR PROVIDING SANITATION WORK SUCH AS SWEEPING OF STREETS, CLEANING, OF DRAINS, DOOR TO DOOR COLLECTION, LIFTING AND TRANSPORTATION OF GRABAGES/ ANIMAL DEAD BODIES OF NAC, KHANDAPADA.

1. Name of tendering Service Provider:

2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess, etc.

Sl. No.	Manpower Type	Service Charge in percentage ( % ) per person
1	Sanitation Worker	

Signature of authorised person

Date :  
Place:

Full Name  
Seal

N.B:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.
3. The service provider has to pay the amount to the engaged personnel as given above so his bid would be mainly on the Service Charges.



**DECLARATION**

1) I, \_\_\_\_\_ Son/Daughter/Wife of Sri  
\_\_\_\_\_ Proprietor / Director / authorised  
Declaration and execute this tender document.

2) I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them.

3) 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 law.

**Signature**

(Rupees Eighty Six Lakh Twenty Four Thousand Five Hundred Sixteen) Only

Executive Officer  
NAC, Khandapada



**Detailed Estimate for Sanitation Work such as Sweeping of Streets, Cleaning of Drains, Door to Door Collection, Lifting and Transportation of Garbages / Animal Dead Bodies and all about Cleanness of NAC, Khandapada in Ward No.1 to 13.**

Sl. No.	Description	Unit	Quantity	No. of days	Rate (In Rs.)	Amount
1	2	3	4	5	6	7
1	Sweeper	Nos.	36	30	352.00	380160.00
2	Tractor Driver	Nos.	1	30	502.00	15060.00
3	Tractor Sweeper	Nos.	2	30	352.00	21120.00
4	Cess Poll Driver	Nos.	1	30	502.00	15060.00
5	Cess Poll Sweeper	Nos.	2	30	352.00	21120.00
6	LCV Driver	Nos.	4	30	502.00	60240.00
7	LCV Sweeper	Nos.	4	30	352.00	42240.00
8	Sanitation Supervisor	Nos.	2	30	352.00	21120.00
					<b>Sub-Total</b>	<b>576120.00</b>
9	Service Charges 7.5%					43209.00
10	EPF @ Rs.13.0%					74895.60
11	ESI @ Rs.3.25%					18723.90
12	Labour Cess @1%					5761.20
13	Per Month				<b>Total</b>	<b>718709.70</b>
14	Per 1 (One) Year					<b>8624516.40</b>
					Or Say	<b>8624516.00</b>

**(Rupees Eighty Six Lakh Twenty Four Thousand Five Hundred Sixteen) Only**

  
 Executive Officer  
 NAC, Khandapada