

GOVT. OF ODISHA
HOUSING AND URBAN DEVELOPMENT
DEPARTMENT



BID DOCUMENT
FOR CLEANING & SANITATION WORKS
OF KOTPAD NAC, KOTPAD

BIDDOCUMENTSFORTHEWORK

“FOR CLEANING & SANITATION WORKS: Sweeping of roads, cleaning of drains, bush uprooting in both sides of roads and lifting of municipal solid waste separately wet & dry waste including other waste to identified MCC/MRF/Landfill site/disposal centers located at different places within KOTPAD NAC, KOTPAD”.


Bid Document will be available in the www.tenderodisha.gov.in

Cost of Bid Document	:Rs.1,800.00 (Including GST) for the package
Period of Publication of Bid Document	:Dt.27.04.2026 to dt.11.05.2026 upto 5.30 P.M.
Date of Pre bid meeting	:Dt. .05.2026 at 11:30 A.M
Last Date & Time for Receipt Of Bid Document online	:05.05.2026 upto 5.30 P.M
Last Date & Time for Receipt Of Bid Document offline (Speedpost/courier/Handdrop)	:05.05.2026 upto 05.30 P.M
Date & Time of Opening of Technical Bid Document	:06.05.2026 at 10.00 A.M
Date & Time of Opening of Financial Bid	:06.05.2026 at 01.00 P.M
Yearly Value	:Rs.2,11,75,226.25
	/-
Date of Commencement of work	:1.07.2026
Officer Invited the Bid	:The Executive Officer On behalf of KOTPAD NAC, KOTPAD.
Period of Contract	:02 (Two) Years
Earnest Money Deposit	:Rs.5,00,000/- to be paid through Demand Draft /TDR
Security Deposit	:Successful Bidder has to deposit Rs.15,00,000 Lakh in shape of Fixed Deposit/Bank Guarantee in favour of “The Executive Officer, KOTPAD NAC, KOTPAD” after award of work;

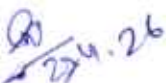
Signature of the Bidder


**Executive Officer
KOTPAD NAC**

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


**Executive Officer
KOTPAD NAC**


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KOTPAD NAC, KOTPAD

INVITATION FOR BIDS

Tender Reference No.....

Tender Call Notice No.....841.....Dated..28/04/2026

1. Bid documents consisting of contract periods, terms and conditions, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the Govt. Website i.e. www.tendersorissa.gov.in.
2. Bid must be accompanied by the financial instrument towards cost of Tender Documents.
3. The bidders are instructed to send the hard copy of scanned documents (Uploaded online) failing which the bid will be summarily rejected. The hard copy must reach the office on or before above scheduled date & time mentioned above through Speed post/Courier/Hand drop only.
4. Bids received (Technical) online shall be opened in the office of the Executive Officer, KOTPAD NAC, KOTPAD, in presence of bidders who wish to attend. Bidders who will participate in the bid can be witness in the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the date of opening of bids as specified, the bids will be opened on the next working day at the same time and venue.
5. Other details can be seen in the bidding documents.
6. The authority reserves the right to reject any or all the bids without assigning any reason thereof.
7. Mere procurement of tender document does not guarantee fulfillment of the eligibility criteria.
8. Only Ink / Dot pen signed copy of DTCN (Detail Tender Call Notice) issued by the Office shall be entertained
9. The bidders have to participate in Online bidding in www.tenderodisha.gov.in & send the hard copy of scanned documents (Uploaded online) to this office.


Executive Officer KOTPAD
NAC

Memo No.....842...../Date...28/04/2026.....

Copy submitted to the Deputy Secretary to Govt. Information and Public Relation Dept. Govt. of Odisha, Bhubaneswar for favour of kind information with a request of one-time publication in one Daily Odia & English News Paper within a minimum space at the I & P.R. rate on or before dt. 27.04.2026 for the information of the general public.


Executive officer
KOTPAD NAC

Memo No.....843...../Date...28/04/2026.....

Copy submitted to the DIO, NIC, Koraput with a request to webhosting the Tender Call Notice in the Official Web site of Koraput District on or before 27.04.2026.


Executive officer
KOTPAD NAC

Memo No.....844...../Date...28/04/2026.....

Copy to Office Notice Board for information of all concerned and wide publication.


Executive officer
KOTPAD NAC


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Eligibility criteria:

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

1. The bidder must be a registered Firm/Company/Organization must be registered under Partnership Firms registered under Indian partnership Act 2013/Company registered under companies Act 2013/Organization registered under the Societies Registration Act 1860, a Limited Liability Partnership (LLP) registered under the LLP Act, 2008/ Proprietorship Firm should submit the Registration Certificate.
2. Consortium is not allowed.
3. Paper cost & EMD to be paid through online mode. No exemption in Paper cost & EMD is allowed.
4. Credibility & experience certificate issued from the concerned authority/Employer of a Govt. /ULB/PSU of repute at least for 5 (Five years) under whom the work is done for performing the similar nature of work i.e. sweeping of roads; cleaning of drains, bush cutting and transportation solid waste.
5. Average annual financial turnover more than Rs. 10 Crore (Ten crore) for last 03 financial years i.e (2022-23, 2023-24 & 2024-25) & must have at least 1 to 2 Crore of Net worth.
6. EPF Registration Certificate and EPF deposit payment confirmation receipt along with ECR for minimum 100 no's of workers for the month of March 2026.
7. ESIC Registration Certificate and ESIC deposit payment confirmation receipt along with ECR for the month of March 2026.
8. Copy of valid Labour Contract License for at least 100 no's of persons.
9. ISO 9001 & ISO 14001 certification.
10. PAN Card.
11. GST Registration Certificate and GSTR 1 & GSTR 3B for the month of October 2025 to January 2026.
12. IT returns for last 3 financial years i.e. (2022-23, 2023-24 & 2024-25).
13. Audited Balance sheet last 3 financial years i.e. (2022-23, 2023-24 & 2024-25).
14. All affidavits & formats duly filled & signed from competent authority.
15. The Bidder must not have been blacklisted or debarred either by the tender inviting authority or by any State Govt. or Govt. of India or organization or by any PSU or by any other department in last 03 years. The agency shall submit the affidavit from Executive Magistrate Only regarding the same on Non-Judicial Stamp paper of Rs. 100/-. If it is detected in the course of bidding evaluation that, a bidder has been blacklisted / debarred from anywhere in India in last 03 years, then the bidder shall be disqualified on that ground. (To be filled up in the given format)
16. In case of Acquisition/ merger of firm, the bidder shall also give another affidavit from Executive Magistrate only that the acquired/ merged firm has never been blacklisted before acquisition/ merger. Certificate from GST Commissioner, regarding merger shall be issued to this effect. The merged firm shall be dormant and certificate to the effect shall be issued by GST Commissioner only.
17. Must have own bank account. Statement of bank transaction for last three months must be submitted in support.

Signature of the bidder


Executive Officer
KOTPAD NAC


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Scope of Work

(1) 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 13 wards) for existing customers as well as future customers as a result of new development & growth.

(1) MSW Collection & Transportation (Daily Door-to-Door collection)

1. **Comprehensive Door-to-Door MSW Collection**
 - Ensure 100% door to door collection of MSW from households using LCVs, BOVs, and Push carts.
 - Transfer collected MSW to designated waste processing centers for further processing
2. **Efficient Collection & Transportation:**
 - Collect and transport MSW daily from all households to the designated temporary collection point in case of Pushcart identified by Kotpad NAC, and directly to the designated waste processing center in case collected through BOVs and LCVs identified by Kotpad NAC
3. **Disinfection & Cleanliness Maintenance**
 - Regularly disinfect collection points using approved disinfectants supplied by Kotpad NAC, maintain hygiene, and prevent contamination.
4. **Weighing & Performance Monitoring:**
 - All collected MSW must be weighed at the waste processing Center before further processing.
 - A detailed report of each collection trip will be prepared, verified, and approved by the SwachhSathi/Swachh Supervisor/Plant Manager and the designated Zone Supervisor.
 - Since SwachhSathi's honorarium is linked to MSW collection performance, the Executive Officer may, through a specific order, implement a mechanism to adjust agency charges for non-compliance or poor service.

A. Sweeping, Bush Cutting / Uprooting, Drain Cleaning & Transportation.

1. Sweeping (Daily): -

1. **Routine Sweeping:**
 - Daily Sweeping of all roads, lanes, and by-lanes within each ward.
2. **Night Cleaning:**
 - Mandatory night cleaning in public gathering areas, markets, bus stands, and other locations as directed by the Executive Officer from time to time.

2. Bush Cutting/Uprooting, Drain Cleaning:-

1. **Bush Uprooting & Drain Cleaning (Biweekly)**
 - Removal of bushes, shrubs, and debris from conservancy lanes every two weeks.
 - Cleaning of roadside drains to prevent blockages.

Note: - Waste generated from sweeping, bush cutting, and drain cleaning shall be collected using pushcarts provided by Kotpad NAC. Sanitation workers shall transport the waste to the designated ward-level collection points. Subsequently, the accumulated waste, at the ward level collection point, should be transported to the designated disposal site using a tractor/LCV.

C. MSW Collection and Transportation

1. MSW Collection:

- All MSW generated through activities must be collected efficiently.

2. Transportation to Transfer Stations:

- MSW must be transported to the designated transfer station identified by Kotpad NAC.
- Transportation will be conducted using LCV/tractors supplied by Kotpad NAC.



3. Daily Reporting:

- A comprehensive daily report must be maintained by the Zonal Supervisor, detailing the number of trips and the distance travelled for MSW transportation.

(2) 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 both road and roadsides.
- Lifting of garbage from all NAC primary collection point directly and immediately.
- Lifting of Garbage from market places including commercial/industrial/institutional units.
- Lifting of dead animals and carcasses.
- All NAC drains including earthen drains should be clean and waste including silt depositions should be lifted outside.
- Commercial areas, Market areas and prominent roads are to be swept two times daily.
- Removal of 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.

(3) Cutting of Roadside Bushes:

The uprooting of bushes & shrubs from road side berms & conservancy lanes must be ensured by the agency at regular interval of time.

(4) Cleaning of Drains & Transportation of solid waste:

The road side drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid chocking of the drains & the MSW generated at temporary collection points identified by KOTPAD NAC, KOTPAD from which daily lifting is to be made temporary duping point by the agency.

All type of solid wastes separately collected from different places is to be start separately at the identified primary collection point of the NAC. 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 NAC and will be unloaded systematically by the agency as per direction of the officer in-charge of the NAC. The cost of transportation should include the cost of laborers for loading and unloading of solid waste in to the vehicles and the wages of the drivers/helpers attached to the vehicles. In no case solid wastes generated on a day shall be retained in the area for more than 24 hours. The wastes generated from Road sweeping & Drain cleaning from primary collection point shall have to be collected for transportation to the Landfill on daily basis.

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(5) Deployment of Resources

The scope of work under this item shall include

- Deployment of resources (Vehicles, laborers etc.) as per field requirements and complying to the design standards.
- Cleaning and Transportation of solid waste
- The operator shall deploy adequate number of equipment's, vehicles, Tools & Tackles, workshops, manpower (for Sweeping of roads, Gangkulis for Drain cleaning, Desilting & Bush Uprooting drivers, helpers, supervisors and at least 2 nos. of facility managers/Liasoning Officers),
- 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 NAC Authority. Consultation or approval by the NAC 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 have been provided by NAC are to be placed properly and cleaned regularly, so that they are accessible to the users, easy to operate, easy to transport, not exposed to atmosphere, aesthetically acceptable and user friendly.

(6) Service delivery performance Criteria:

- The clearing schedule of the bins should ensure that MSW is cleared at least twice in 24 hours.
- There should be no overflow of MSW from the bins due to inadequate capacity or not lifting at scheduled times.
- The Operator will ensure that the area around the bins is kept clean at all the times.
- The bins are to be maintained so that there are no breakages, no toppling of bins and no dislocation of covers.
- The MSW shall not be disposed off/dumped/unloaded at any place other than that specified.
- 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
- There should be no overflow of garbage/refuse/MSW from the community bins and containers. If the garbage is littered outside the bins/containers for any reason, service provider should appoint workers to lift the waste and keep it inside the bin as soon as possible.
- Surrounding of containers and litter bins in the service area, shall be kept clean and tidy by sweeping around thoroughly and putting the garbage/refuse/MSW into the containers and bins.
- The ground at the place where the vehicles stop for loading shall be cleaned and disinfected with an approved disinfectant.
- The operator should ensure adequate safety for all manpower deployed including required insurance facility and providing PPEs.
- The man power deployed by the service provider shall have to wear uniform/apron/PPE during working hours bearing the logo of Kotpad NAC Council which have to be approved by the employer.
- The deposit of Challan towards EPF & ESI of the manpower engaged for the sanitation work to be submitted with the monthly bill, without compliance of deposit of the same, the monthly bill amount to the Sanitation contractor/agency will not be released and action as deemed proper will be initiated as per norms.

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- Theserviceproviderin close consultation with the employers should work out a detail timeschedule and should adhere to the same timing. A tentative time schedule/work schedule is indicated below.
- The presence of his personnel every day at specified time.
- Nightsweepingshouldalsobedonebytheagencyin commercial areas after 9pm. For residential areas, it should be as per direction of concerned sanitary inspector/Sanitation Expert.
- The Operators should ensure same timing as far as possible. However, the timing can be modified with prior approval of NAC Authorities and adequate communication to the affected customers.
- The Operators shall ensure operations on all seven days of the week.
- All the lifting of MSW from the primary collection points should be cleared by 11:00 AM every day positively.

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
Waste transportation	100% Transportation Efficiency	(TMG-TMT)/TMG TMG-Total monthly SW Generation assessed MT-Total monthly SW transported to TTS	1% of total monthly bill for every 3% short fall or part thereof
Street Sweeping	95% coverage	Total road length in the service area.	0.5% of monthly bill for every 5% short fall or part thereof.
Drain Cleaning	95%	Total drain cleaning covered during the Month.	0.5% of monthly bill for every 5% short fall or part thereof.
Bush cutting, de weeding	95% coverage	Total bush cutting, uprooting & de weeding covered during the Month.	0.5% of monthly bill for every 5% short fall or part thereof.
Compliant Redressal	90% within 24hrs	During the month total no. of Complaint redressed within 24hrs. Total Complain received during the month.	0.5% of monthly bill for every 5% short fall or part thereof.

(7) Compliance & Insurance

1. The agency must ensure that its supplied vehicles have comprehensive insurance and meet statutory compliance requirements.
2. All drivers must possess a valid driving license.
3. The agency ensures that all the vehicles are in proper working condition. The repair & maintenance of vehicles except BOVs is done by the agency itself.
4. The minimum vehicle hire charges have been fixed based on prevailing market conditions and cost assessment of the NAC in order to ensure smooth execution of sanitation services and to avoid abnormally low and non-viable bids.

(8) GPS-Enabled Vehicles & Fuel Monitoring

1. All vehicles used for MSW collection and transportation shall be equipped with GPS tracking to ensure efficient resource utilization.
2. The qualified bidder has to work in coordination with the agency selected by Govt for GPS monitoring and biometric attendance of the workman. The monthly bill should be prepared with the documents provided by the agency selected by the government for verification of the bill.
3. GPS data will be utilized for accurate fuel cost calculations.
4. Fuel reimbursement shall be calculated based on GPS-verified distance travelled by vehicles engaged in sanitation work, subject to a maximum limit of Rs. 1,20,000 per month
 - o For calculation, the standard fuel efficiency shall be considered as follows:
 - I. LCV – 7.5 km per litre
 - II. Tractor – 3.5 km per litre
5. However, the total reimbursement of fuel consumed shall not exceed the ceiling fixed by the NAC.
6. Vehicles supplied by Kotpad NAC shall be operated by the agency for sanitation work, while fuel and operational expenses shall be governed as per the financial bid conditions.
7. The agency is responsible for the timely payment of driver salaries.

General Terms and Conditions:

1. The Bidder is expected to examine all the instructions, terms and specifications in the bid document. Failure to furnish all information as per the bid document or submission of bid not substantially responsive to bid document in every respect will be at bidder's risk and result in rejection of bid.
2. The bidders are required to inspect and assess the entire geographical area and quote their rates inclusive of the labor charges conservancy material for sweeping, bush cutting, drain cleaning, including lifting of MSW and other miscellaneous expenditures as may be required are mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the agency as per direction of officer-in-charges.
3. The bidders are expected, to examine all the instruction, terms and specifications in the bid document. 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 bid.
4. The bidder must have appropriate resource, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. This bid is meant for carrying out of the work for a period of Two (02) years which can be extendable after satisfactory completion and mutual discussion between the Authority and the service provider.


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6. The conditional and incomplete bid is liable for rejection
7. Letter of authorization for representing the firm / entrepreneur/Agency / NGOs and to sign the bid document should be enclosed along with the bid document.
8. Bids containing overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
9. The bidders shall sign every page of the tender documents and submit all of them.
10. 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.
11. The Agency/Organization shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this agreement to any other agency or organization.
12. The Agency/Organization shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal service could be availed without any disruption.
13. For all intents and purposes, the agency shall be the employer within the meaning of different rules and act in respect of work assigned. The person deployed in this work by the agency shall not claim what so ever like employer and employee's relationship.
14. The agency/organization shall be solely responsible for redressal of grievance.
15. All the necessary cleaning materials except bleaching powder will be provided by the bidder.
16. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or servant of the ULB shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered. Canvassing on the part of or on behalf of the tenderer will also make his tender liable to rejection.
17. Service is required for all 365 days a year. No extra remuneration would be paid for holiday work



18. The Agency/Organization will provide uniform and safety articles for their deployed staff.
19. Since this is a Sanitation work no GST is payable.
20. After completion of each month the total bill in duplicate will be submitted by the agency to the Authority by 1st week of the next month with update ESI & EPF Payment Documents. The authority will pay the bill amount to the successful agency within 15 days of time after deduction of 2% IT from the bill amount.
21. Whenever the Labour Department, Govt. of Odisha will enhance the rate of minimum wages then the Authority shall pay the enhance amount to the agency /Organization from the day effect after confirmation from H & UD Dept.
22. Whenever there is requirement of additional manpower then the Authority issue order for supplying excess number of manpower to meet the requirement of the municipality & the extra amount will be reimbursed to the agency on production of Bill.
23. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per the law inside the jurisdiction of Kotpad NAC.
24. The successful bidder cannot stop the sanitation work/raise any agitation/strike at any cost during the contract period *i.e* payment not release due to non-receipt of funds or any other reason. **In this connection an affidavit shall be produced by the agency at the time of Participating of tender.**
25. Public feedback will be invited regularly on sanitation work & the agency will comply the adverse view within 24 hours.
26. The agency shall not engage any disable, old age and minor age sanitation staff during the contract period under no circumstances. The staff should do their duty according to the rule of labour & ESI Department.
27. The Sanitation staff will clean the NAC area in two shifts by dividing the duty hour.
28. The dry solid waste shall not be burnt by the agency and the attendance of the worker to be taken through biometric daily & submit with the monthly bill.
29. The agency will provide all vehicles for sweeping and transportation of waste to the designated places and arrange substitute vehicle immediately in case of failure of any vehicles and repair all vehicles at his own cost.
30. Duly verified by the undersigned the Binimise Report, the payment will be made. further the undersigned is not Bound to release all the Payments in Each Month

Signature of the Bidder


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Executive Officer
KOTPAD NAC

Evaluation of Technical Proposals

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

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark												
1	Years of Experience in Cleaning & Sanitation work (to be determined from Work Order or Agreement Only)	20	<ul style="list-style-type: none"> • 0-3 Years :05marks • 3 to 6 Years :10marks • More than 6 Years :20marks 												
2	Service rendered for particular numbers of year and number of populations in sanitation work in single ULB under single contract package or multiple contract packages in any state of India. (To be determined from the contract copies and Experience Certificate)	15	<table border="1"> <thead> <tr> <th>Years</th> <th>0 years to 2 years</th> <th>2 years to 3 years</th> </tr> </thead> <tbody> <tr> <td><30,000</td> <td>4</td> <td>8</td> </tr> <tr> <td>>30,000 to <1,00,000</td> <td>8</td> <td>12</td> </tr> <tr> <td>>1,00,000</td> <td>10</td> <td>15</td> </tr> </tbody> </table>	Years	0 years to 2 years	2 years to 3 years	<30,000	4	8	>30,000 to <1,00,000	8	12	>1,00,000	10	15
Years	0 years to 2 years	2 years to 3 years													
<30,000	4	8													
>30,000 to <1,00,000	8	12													
>1,00,000	10	15													
3	Experience in Cleaning & Sanitation work with strength of sanitation workers in single work order (To be determined from Work order Only)	20	<ul style="list-style-type: none"> • $\geq 0 < 50$:10 marks • $\geq 50 < 100$:15marks • $\geq 100 < 200$:20marks 												
4	Annual Average Turnover for Last 3FY (2022-23, 2023-24 & 2024-25)	10	<ul style="list-style-type: none"> • 10-15 Crore :5 marks • >15 Crore :10 marks 												
5	Annual Average Networth for Last 3FY (2022-23, 2023-24 & 2024-25)	10	<ul style="list-style-type: none"> • 0-1 Crore :05marks • More than 01 crore:10marks 												
6	Current strength of the organization. (to be determined from payment confirmation slip of EPF for the month of March 2026).	10	<ul style="list-style-type: none"> • 0 to 100 persons :5marks • 100-150 persons:7.5marks • ≥ 200 persons :10marks 												
7	ISO Certifications	10	<ul style="list-style-type: none"> • ISO9001 :4 marks • ISO14001 :3 marks • ISO45001 :3 marks • All of three :10marks 												
8	Training Certificate for Municipal waste management	10	<ul style="list-style-type: none"> • 10 marks 												
9	Technical Presentation	10	<ul style="list-style-type: none"> • 10 marks 												
10	Performance/Credential Certificates of any previous ULB related assignment.	5	<ul style="list-style-type: none"> • Satisfactory Work Performance Submitted: 5 marks • Otherwise, 0marks 												

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 70 marks out of 120 marks in technical evaluation shall qualify for financial bid opening.

Signature of the Bidder

Executive Officer
KOTPAD NAC


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22.04.26

(Before Executive Magistrate only)

**Format for Affidavit certifying that Entity/Promoter(s)/Director(s)/Partners of Entity is not blacklisted
(On a Stamp Paper of Rs. 100/-) Affidavit**

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 debarred by Department of Housing & Urban Development, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government/ Department /ULBs/Organization/ PSUs/ any other department in India from participating in Tenders in last 03 years as on the _____ (Date of Signing of this proposal).

I, hereby undertake that there is no criminal case or no criminal proceedings pending in any Court of Law against our company or against the Proprietor / Director / Persons to be deployed by our company.

I/ We further certify that Proprietor / Director / Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

I further confirm that we are aware that, our proposal for the captioned Project 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

Authorized Signatory/Signature [In full and initials]: Name

and Title of Signatory:

(Organization Seal)






(To be furnished in the technical proposal) (On the letterhead of the agency)

Anti-collision Certificate

We hereby certify and confirm that in the preparation and submission of our Proposal for executing sanitation work in KOTPAD NAC, KOTPAD under this NIT Reference No.

_____ Dt

_____, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anticompetitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2026

Authorized Signatory/Signature [In full and initials]: Name

and Title of Signatory:

(Organization Seal)


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27.04.26

AFFIDAVIT

**REGARDING CORRECT & GENUINE OF DOCUMENTS FURNISHED IN THE TENDER
(On a Stamp Paper of Rs.20/-)**

1. I, _____ S/o _____, (Designation) _____, (Name of Firm & address) _____ signatory of the Service Provider mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read & understood all the terms & conditions of the tender & 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 & belief. I/We 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 of authorized person Full
Name:
Designation:
Address:
Seal:

IDENTIFIED BY

ADVOCATE

DEPONENT

AK
27-04-26

[Signature]
29/4/26

[Signature]
27/4/26

AFFIDAVIT
NORELATIONCERTIFICATE
(OnaStampPaperofRs.20/-)

I, _____, Director/Partner, _____ am competent for submission of the affidavit on behalf of _____ do solemnly affirm on oath & state that:

1. No close relative of the undersigned and our firm/company is working in the office of the Executive Officer, KOTPAD NAC, KOTPAD and not related to any officers & staff of the department.
2. I am aware that, if the facts subsequently proved to be false my/our contract will be rescinded with forfeiture of EMD, ISD & S.D. if any.
3. I do hereby certify that, the facts mentioned above are correct to the best of my knowledge & belief.

Signature with seal of the Deponent.

Name & Designation of the signatory: Name
of the Bidder and address:

IDENTIFIED BY

ADVOCATE

DEPONENT


27/4/26


27/4/26


27.04.26

(Onbidder's letterhead)

DECLARATION BY THE TENDERER

1. I/We have visited the site and have fully been acquainted myself with the local situation regarding materials, labour and the factors pertaining to the work for completion in all respect before submitting the tender.
2. I/We have carefully studied the condition of the contract specification and other documents of this work and agreed to execute the same accordingly.
3. I/We solemnly pledge that I/We shall be sincere in discharging my /our duties as responsible executants and complete the work within the prescribed time limit. I/We shall submit detailed sanitation programme with target dates for various items of works keeping in view the time limit and shall accordingly arrange for necessary labours punctually. In case there are any deviations from the sanitation programme, I/We shall abide by the decision of the Officer-in-charge for revision of the programme and shall arrange for labours to maintain the sanitation work.
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the sanitation work.
5. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information found to be incorrect in future, the Department has the liberty to take any action as deemed fit.
6. I/We shall abide by the decision of the Executive Officer, KOTPAD NAC, KOTPAD for effectiveness of the sanitation programme and the instructions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.

Signature of the Bidder


Executive Officer
KOTPAD NAC


22/4/26


28/4/26

FINANCIAL BID

- The bidders are instructed to quote the rate in the BoQ through online mode.
- As per finance dept. letter no. 19595/F dated. 11-07-2023 the bidder must quote his rate which should be equal or more than 3.85% and maximum up to 7% of the estimated cost, otherwise the bid shall be treated unresponsive and will not be considered for further valuation and will be disqualified.
- The bidder must quote his rate up to only two digits after decimal.
- Wrong computation in Financial Bid will be liable for rejection.
- NB. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case two bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contract. However, if their technical marks also become equal, then in that case, the selection of the tender shall be decided on the basis of draw of lots or their representatives (It will be decided by the Authority)

Signature of the Bidder


Executive Officer
KOTPAD NAC


22/7/26


22/7/26