

KOTPAD NAC TENDER PAPER

(TECHNICAL BID)



**CONTRACT FOR ROAD SWEEPING,
DRAIN CLEANING, DOOR-TO-DOOR
WASTE COLLECTION, SANITATION
SERVICES UNDER KOTPAD NAC**

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62.05.22

Disclaimer

The information contained in this Notice inviting Tender ("NIT") document, is provided by NAC Kotpad to the bidder(s) on the terms and conditions set out in this NIT document and all other terms and conditions subject to which such information is provided. The purpose of this NIT document is to provide the bidder(s) with information to assist the formulation of their Proposals. This NIT document does not purport to contain all the information each Bidder may require. This NIT document may not be appropriate for all persons, and it is not possible for Kotpad NAC Administration, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each bidder who reads or uses this NIT document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIT document and where necessary obtain independent advice from appropriate sources. Kotpad NAC, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the NIT document. Executive Officer on behalf of NAC Council, Kotpad may, in their absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this NIT document.


02-05-2025



Notified Area Council, Kotpad

Address: At/Po- Kotpad, Dist – Koraput, Odisha, PIN – 764058,

Ph. No. 06860-283123, Fax No. 06860-283036,

e Mail: kotpadnac@gmail.com, kotpadnac@rediffmail.com

e-Procurement Notice

Letter No: **859 / 2026.**

Date: **02 / 05 / 2026**

BID IDENTIFICATION NO. – KPDNAC/SANITATION/01/2026-27

1. The Executive officer, Kotpad NAC, Kotpad, Dist. Koraput Odisha invites Percentage Rate bid in online mode for the works as detailed in the table, from the class of eligible agency as mentioned in column-5 (five) for execution of Sanitation Work **CONTRACT FOR ROAD SWEEPING, DRAIN CLEANING, DOOR TO DOOR WASTE COLLECTION and SANITATION SERVICES UNDER KOTPAD NAC.**

2. The bidders may submit bids for the following works.

Sl. No	Name of the work	Approximate Estimate Cost in Rupees	EMD	Class of contractor	Tender Paper cost	Last date & time of online receipt of bids
1	2	3	4	5	6	8
1.	Contract for road Sweeping, Drain Cleaning, Door-to-Door waste collection, Sanitation services under Kotpad NAC.	2,11,75,226.26	5,00,000.00	Sanitation Agency	10,000.00	17.00 hr. of 14.05.2026

3. Bid documents consisting of plans, specifications, the schedule of quantities and the set of terms & Conditions of contract and other necessary Documents can be seen in the website www.tendersorissa.gov.in.
4. Bids must be accompanied by scanned copies of financial instruments towards cost of Tender Documents as mentioned in column -6 in the above table in shape of Demand Draft/ Bankers cheque issued from any Nationalized Bank in favour of the **Executive Officer, Kotpad NAC, Kotpad payable at Kotpad** separately towards cost of bid documents along with EMD/ bid security as mentioned in the above table in shape of NSC/ Post office saving bank or time deposit account/ KVP/ Bank guaranty/TDR/Demand Draft in any nationalized Bank duly pledged in favour of Executive Officer Kotpad NAC.
5. The Bid documents will be available in the website www.tendersorissa.gov.in from **11.00 Hours of 04.05.2026 to 17.00 Hours of 14.05.2026** for online bidding.
6. The Bidder must possess Compatible Digital Signature Certificate (DSC).
7. Bids shall be received only “**On-line**” on or before **17.00 Hours on 14.05.2026.**

8. Bids received "on-line" shall be **opened at 11.00 Hours on 20.05.2025** in the office of the Executive Officer, Kotpad NAC in the presence of bidders or their representatives who wish to attend. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office happens to be closed on the stipulated date of opening of Bids as specified, the bids will be opened on the next working day at the same time and venue.
9. The cost of bid documentation with other documents shall be submitted by Registered Post / Speed post/Courier to **The Executive Officer, NAC Kotpad-764058, Dist: Koraput**, during office hours on or before of **17.00 hours of dt.19.05.2026**.
10. The bidder should scan and upload all required documents, such as paper cost, Contractor Registration Certificate, GST Certificate, PAN card, etc. as per DTCN, while submission of tender through website, the original documents to be produced before the undersign for verification at the time of opening of tender or before lottery process.
11. The details of this tender can be seen and downloaded from the website - www.koraput.odisha.gov.in and www.kotpadnac.in

NOTE:

1. The Executive Officer, NAC Council, Kotpad, may, at his/her discretion, extend this date by a fortnight, and such extension shall be binding on bidders.
2. If the date fixed for the opening of the tender is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday, but there will be no change in the time for opening indicated above.
3. The intending Tenders may survey the designated areas to know the scope of work before responding to the Tender
4. Bids will be received through e-tender (double-covered system) only. In addition, the bidder must submit hard copies of all self-attested documents for the technical bid only in a sealed envelope by speed post to this office before the last date of submission. Any other mode of submission/non-submission will result in rejection of the bid.


Executive Officer
Kotpad NAC
Executive Officer
N.A.C , Kotpad

 

CRUCIAL DETAILS OF TENDER CALL NOTICE

Name of the Work	: CONTRACT FOR ROAD SWEEPING, DRAIN CLEANING, DOOR-TO-DOOR WASTE COLLECTION And SANITATION SERVICES UNDER KOTPAD NAC Ward No.- (01 to 13)
E.M.D.	: Rs. 5,00,000/- (Rupees Five Lakhs Only) deposited through DD in favor of Executive Officer, Kotpad
Performance Security	: Rs.15,00,000/- (Rupees Fifteen lakhs Only), In the shape of Demand Draft/Bank Draft/TDR (only the successful bidder will deposit the performance security)
Agency	: As per the eligibility criteria.
Period of Tender	: Two Year
Cost of Tender Document/ Paper Cost	: Rs. 10,000/- (Ten Thousand Only) in shape of Demand Draft/ Bankers cheque issued from any Nationalized Bank in favour of the Executive Officer, Kotpad NAC, Kotpad payable at Kotpad. Scan copy of the same to be uploaded with tender document in the eTender website
Period of uploading of the Tender document on the e- Tender site	: From 04/05/2026 at 11:00 AM to 14/05/2026 up to 5.00 PM
Last date of Receipt of filled up of Tender document in e-Tender site	: Up to 5.00 PM of 14/05/2026
Last date of Receipt of Physical Copy of Tender documents by speed Post	: Up to 5.00 PM of 19/05/2026
Place & Date of Opening of Technical Bid	: Office of the Executive Officer, KOTPAD NAC 20/05/2026 at 11.00 AM
Place & Date of Opening of Financial Bid	: Office of the Executive Officer, KOTPAD NAC 20/05/2026 at 5.00 PM onwards
The officer invited the Tender	: Executive Officer on behalf of KOTPAD NAC, KOTPAD
Indicative date for commencement of deployment of required manpower	: Dt.01/06/2026

GENERAL TERMS AND CONDITIONS

1. The bidder must be based in Odisha and have established operations within the state. Experience in working with Urban Local Bodies (ULBs) or Govt organizations in Odisha will be a significant factor considered during the evaluation process.
2. Joint Ventures, Manpower supply Contractor, and Consultancy Service should not be eligible to participate in the tender process.
3. The bidders are required to inspect and assess the entire geographical area for door-to-door waste collection, sweeping, bush cutting, drain cleaning, and collection, including lifting to designated locations. The expenditure may be required, such as T & P charges, as mentioned in the Scope of Work. The cost of documentation and taking of photograph etc., will be borne by the agency.
4. The Bidders are expected to examine all the instructions, terms, and specifications in the bid documents. Failure to furnish all information as per the bid document & submission of bids not substantially responsive to the bid document in every respect will be at the bidder's risk and shall result in rejection of the bid.
5. The bidder should have a minimum of 3years of experience, in the last 5 (five) years, in a similar nature of work, such as door-to-door collection, Sanitation maintenance of town/city, drain cleaning, bush cutting, etc., in ULBs/ Govt. organizations.
6. The bid is meant for carrying out the work for a period of two years. Kotpad NAC reserves the right to restructure or modify sanitation service arrangements in the public interest in accordance with applicable rules.
7. Kotpad NAC shall have the right to terminate the contract on the grounds of improper performance and violation of the terms of the contract without assigning any reason by giving 30days' prior notice.
8. A conditional and incomplete bid is liable for rejection.
9. The Bidder may remain present during the opening of the tender or authorize any representative. A letter of authorization for representing the Bidder and to sign the necessary document should be enclosed along with the bid document.
10. Bids containing overwriting, additions, alternations, erasures, obliteration, and other discrepancies should be properly attested, with all corrections made by them.
11. The bidders shall sign every page of the tender documents and submit all of them.
12. The Bidders should quote rates both in figures and in words. Where there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
13. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the EMD & Performance guarantee will be forfeited, and steps shall be taken for black listing of the bidder.
14. As this is an e-tender process, the Bidder has to upload all the documents (as mentioned in the eligibility criteria) in PDF format and the Financial Bid in the prescribed BOQ format available on the portal
15. Further, Bidders are advised to submit one sealed envelope super scribing "Technical bid for executing Sanitation Work under Kotpad NAC" through Speed Post.
16. The bidder shall comply with the corrigendum, addenda, or instructions, if any, issued through the portal.

17. Evaluation of bids shall be carried out in two stages: (1) Technical Evaluation, (2) Financial Evaluation. Only for technical evaluation, the full mark is 100 as detailed below:

Sl. No.	Table-I		Table-II		Table-III		Table-IV	
	Experience	Marks	Turnover (Per year for last three financial years)	Mark	Valid ISO Certificate	Marks	Work plan Presentation	Marks
01	5 Years or more	40	8 crore and above	30	ISO 9001 ISO27001 ISO 45001 ISO/IEC2000-1:2018 ISO 14001:2015 (All are available)	20	Presentation of the work plan through PPT not more than 10-15 min	10
02	4 to 5 years	30	6crores to 8crores	25	Any four Available	15		
03	3 to 4 years	20	4crores to 6 crores	20	Any Three Available	10		
04	less than 3years	Not qualified	Less than 4crores	Not qualified	Not available	Not qualified		
The Bidder must secure a minimum of 60 marks out of 100 in the technical evaluation to qualify for the financial evaluation.								

18. Financial bids of technically qualified bidders shall be opened on the notified date through the Odisha e-Procurement Portal. Prior intimation regarding the opening of financial bids shall be communicated through the portal.
19. The Financial bids shall be evaluated based on the total quoted price for execution of the work.
20. In the financial BID, the bidder with lowest price shall be awarded the contract. However, in case two or more bidders quote the same lowest price, then the bidder with the highest mark in the Technical Bid shall be awarded the contract. However if their technical marks also become equal then in that case, the selection shall be made through a transparent lottery system.
21. The bidder shall not withdraw from his/her offer or modify the terms and conditions thereof after declared as highest bidder. If the successful bidder fails to observe and comply with the stipulation of NIT, the aforesaid amount of EMD will be forfeited by the Council.
22. Only the successful bidder should deposit the Performance Security of Rs. 15,00,000/- (Fifteen Lakhs Only) in the shape Demand Draft/Bank Draft/TDR.
23. The tender is liable to be rejected if complete information as required is not given therein or if the particulars asked for in the schedules to the tender are not filled in, along with all essential documents required for the Technical Bid.
24. No interest shall be payable on the amount of the Earnest Money & Performance guarantee in any case.
25. TDS will be deducted at source from the monthly bill of the successful bidder as per rules/instructions made applicable from time to time by the Government.

26. Proof of any bribe, commission, or advantage offered or promised by the participant bidders or on behalf of the bidders to any officer or servant of the ULB shall make such bidder/bidders liable to be debarred from the tender process and legal actions as deemed fit shall be initiated against them. Canvassing on the part of or on behalf of the bidder will also make their application liable for rejection.
27. Service is required for all 365 days a year. No extra remuneration would be paid for holiday work.
28. Before deployment of workers in the Sanitation work, the contractor shall ascertain their age. He/she shall also ensure that no worker should be minor.
29. The revised minimum rates & wages will be applicable to the workers engaged by the successful bidder as notified by the Labour & ESI Department, Government of Odisha, from time to time.
30. Submission of more than one bid by any Bidder shall result in the disqualification of all such bids.
31. The Bidder shall neither transfer the bidding document to another interested party nor submit Proposals for a Package other than the one for which the bidding document has been purchased from Kotpad NAC.
32. The Bidder shall also be responsible and shall pay for all of the costs associated with the preparation of its Proposal and its participation in the bidding process.
33. At any time prior to the Proposal Due Date, Kotpad NAC may, for any reason, at its own initiative, modify the NIT document by the issuance of Addenda.
34. If the bidders are called for interview, then they will come at their own expense and without any obligation, if called upon to do so, to interview with the Executive Officer, Kotpad NAC (or an officer authorized to act on his behalf), as the case may be, at their own expense.
35. Notwithstanding anything contained in this NIT, Kotpad NAC reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.
36. Quoting abnormally low rate/high rate, justification will be sought from the bidder. If not satisfied, the bid will be rejected (the rate of estimation will be done by the authority, taking factors into account of estimation & the authority is not liable to explain to the bidder the details of the rate so estimated).
37. The payment of the monthly bill to the selected Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/Entrepreneurs have to be made through the prevailing standard Govt. Procedure only. No cash payment can be made to them.
38. The successful bidder should pay the monthly wages to the workmen engaged by him/her through RTGS / NEFT only. No cash payment will be allowed.
39. For all intents & purposes, the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Society/ Entrepreneur shall be "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed for sanitation work. The persons so deployed by the Manpower Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/Entrepreneur shall not have any claim whatsoever, like Employer & Employee relationship, against the Executive Officer, Municipal Administration, Kotpad.
40. The average turnover of the agency should be more than Rs.4.00cr (Rupees Four Crores Only) for last three financial years.
41. The evaluation will be based on the service charges on the manpower component quoted by the bidder (not less than 3.85% and not more than 7% of the estimated cost as per finance department letter no. 19595 dated 11. 07.2023) and other variables such as LCV and tractor hire charges per month in the NIT.



42. Payment shall be made to the contractor on a monthly lump sum basis in accordance with the provisions of the Minimum Wages Act for all working days, subject to satisfactory deployment of the required manpower and vehicles during the month.
- The monthly vehicle hire charges quoted by the bidder shall be as per prevailing govt rate i.e. ₹15,500 for each LCV and ₹20,000 for each tractor. These rates are exclusive of GST, fuel charges, and driver wages, but inclusive of all other operational expenses such as maintenance, insurance, statutory permits, compliance requirements, and incidental costs necessary for execution of the work.
 - The quoted rates shall also include a provision for payment of a weekly off to the deployed personnel as per applicable labour laws. Payment shall be released only after certification of satisfactory performance by the Officer-in-Charge.
43. The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of the bill by this office for whatever reason.
44. The claims in bills regarding Employees' State Insurance and EPF should necessarily be accompanied by documentary proof about the current monthly bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office. The Successful bidder should submit the monthly bill by the 15th of succeeding month, accompanied by all required documents as stated above.
45. The bidders are required to produce original documents for verification at the time of Opening of Technical Bid, if required.

SCOPE OF WORK

A. MSW Collection & Transportation (Daily Door-to-Door collection)

- 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
- 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
- Disinfection & Cleanliness Maintenance: Regularly disinfect collection points using approved disinfectants supplied by Kotpad NAC, maintain hygiene, and prevent contamination.
- 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 Swachh Sathi/Swachh Supervisor/Plant Manager and the designated Zone Supervisor.
 - Since Swachh Sathis' 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.



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

1. Sweeping (Daily):

- Routine Sweeping: Daily Sweeping of all roads, lanes, and by-lanes within each ward.
- 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: 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.

D. GPS-Enabled Vehicles, Fuel Management & Manpower Requirements:

1. GPS-Enabled Vehicles, Fuel Management:

Vehicle Type	Quantity	Provided By	Fuel	Driver	Maintenance
LCV	2	Agency	Agency	Agency	Agency
LCV	4	Kotpad NAC	Agency	Agency	NAC
Tractor	4	Agency	Agency	Agency	Agency
BOV	4	Kotpad NAC	NA	NAC	NAC
Pushcarts	As provided	Kotpad NAC	NA	Agency Unskilled worker	NAC

- LCVs as per the specification mentioned in Annexure-VIII.
- In case of breakdown of any vehicle supplied by the agency, the agency must provide a replacement within 24 hours, failing which the Municipality may arrange alternate deployment at the risk and cost of the agency.
- Kotpad NAC will provide 4 drivers for the BOVs. The BOV's drivers shall operate BOVs under the Supervision of the agency. The payment towards remuneration of BOV drivers is not part of the scope of the work.
- The agency must ensure that its supplied vehicles have comprehensive insurance and meet statutory compliance requirements.
- All drivers must possess a valid driving license.
- 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.

- i) The minimum vehicle hire charges have been fixed based on prevailing market conditions and cost assessment of the Municipality in order to ensure smooth execution of sanitation services and to avoid abnormally low and non-viable bids.
- j) All vehicles used for MSW collection and transportation shall be equipped with GPS tracking to ensure efficient resource utilization.
- k) The qualified bidder has to work in coordination with the agency selected by DUDA, Koraput (Binimise) 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.
- l) GPS data will be utilized for accurate fuel cost calculations. All vehicles will do the work of NAC exclusively and should not be engaged otherwise without written permission from the Executive officer, Kotpad.
- m) 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/- (One Lakh and Twenty thousand Only) per month.
- n) 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
- o) However, the total reimbursement of fuel consumed shall not exceed the ceiling fixed by the NAC. All vehicle log books should be maintained properly.
- p) 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.
- q) The agency is responsible for the timely payment of driver salaries.

E. Manpower Requirements:

The agency must engage 80 nos. of unskilled labour and 10 numbers of drivers to ensure the mentioned scope of work. Daily attendance of the engaged workers will be maintained by the charge officer or through any applications developed by DUDA appointed technical agency Binimise. Based on the attendance the monthly bill will be prepared.

F. T&P Charges:

The contractor shall procure and supply the necessary tools, plants, equipment, and consumables required for sanitation work. Payment towards T&P shall be reimbursed on submission of actual bills/invoices, duly verified by the Officer-in-Charge, subject to a maximum limit of 2% of the monthly labour cost or ₹1,00,000/- (Rupees One lakh Only) per month, whichever is less.

G. Service Delivery Schedule:

- a) Door-to-door Collection residential (Daily) :6:00 AM - 11:00 AM
- b) Door-to-door collection commercial :6:00 AM - 11:00 AM and 4.00 PM - 7.00 PM
- c) Road Sweeping residential (Daily) :5:00 AM - 10:00 AM
- d) Road Sweeping Commercial (Daily) :5:00 AM - 10:00 AM and 6:00 PM - 9:00 PM

- e) Drain Cleaning & De-silting,
- f) Bush Uprooting, Collection, and
- g) Transportation of MSW :8:00 AM – 1.00 PM and 3.00 PM-6.00 PM
- h) Operations shall continue seven days a week.
- i) Working hours shall comply with applicable labour laws and shall not exceed the prescribed limits.

H. Statutory Compliance & Social Security (EPF & ESI):

- a) Wages must be paid by the contractor on or before the 7th of every month, regardless of delays in bill payments by the municipality.
- b) Payments must be made through Direct Benefit Transfer (DBT) and recorded in the Muster Roll-cum-Wage Register (Form-10)
- c) The agency must ensure EPF contributions and ESI coverage of all workers as per norms, with deposits made on or before the 15th of each month.
- d) Minimum wages, as prescribed by the Government of Odisha, must be ensured.
- e) Proof of EPF & ESI compliance must accompany the monthly bill.

ELIGIBILITY CRITERIA AND GENERAL INSTRUCTIONS TO TENDERS

The tendering Man Power Service Providers/Regd. Firms/Regd. NGO/Regd. Private Companies/Entrepreneurs are required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.

1. Registration Certificate of the applicant's organization.
2. The agency should be registered under the appropriate authority of the State/Central Govt and must possess valid licenses for providing Manpower Services.
3. Bidder's name, Telephone Number.
4. Copy of PAN Card.
5. Copy of Active GST registration certificate (Up to date).
6. Copy of GST return of the last three months.
7. Copies of EPF & ESI Registration Certificate.
8. Copies of EPF Electronic Challan Return (ECR) for a minimum of 100 Labour (One Hundred) & remittance confirmation slip for the month of last three months.
9. Copy of up-to-date ESI registration certificate.
10. Copy of valid contract Labour License (REGULATION AND ABOLITION) Act, 1970 for 100 Labour (One Hundred) / Undertaking to obtain license, if awarded the contract.
11. Copy of audited financial statement of accounts (Balance Sheet, Profit & Loss Account) for the last three financial years, certified by a CA with UDIN.
12. Paper Cost for Rs. 10,000/- and EMD for Rs. 5,00,000/- Should be deposited in shape of DD in favour of Executive Officer, Kotpad.
13. An affidavit mentioning that he/she/firm/Company, etc., is not black listed by any Govt. Organization/ undertaking or that no Criminal or Vigilance Case is pending.
14. Covering letter on the letterhead of the bidder.
15. Anti-collusion certificate (on the letterhead of the bidder).

16. All Annexure I to VII of this NIT.
17. The bidder should have a minimum of 3 years of experience, in the last 5 (five) years, in a similar nature of work, such as door-to-door collection, Sanitation maintenance of town/city, drain cleaning, bush cutting, etc., in ULBs/ Govt. organizations. Work order and experience certificate in support as proof.
18. Experience Certificate clearly indicating Nature of work, Period of contract, Name of the organization.
19. The Bidder must have an average annual turnover of minimum Rs. 4.00cr (Rupees Four Crores Only) during the last three financial years, i.e., 2022- 2023, 2023-2024, and 2024-2025
20. The Bidder must have a minimum net worth of Rs.2.00 Crores (Rupees Two Crores Only) as on 31st March 2026, a certificate on that ground is required from Chartered Accountant.
21. Non-Blacklisted declaration in the shape of an affidavit.
22. If it is detected that a Bidder is having any negative or unsatisfactory record in providing services to any Government / Private Organization, then the Bidder shall be disqualified on that ground.
23. The bidders who meet the qualitative requirements specified in the Technical bid will only be considered for participating in the financial bid. Financial bid of the technically disqualified bidders will not be opened.

Note: -

- i. Submit a photocopy of all the documents stated above.
- ii. Non-submission of any document as required in the tender will lead to rejection of the Tender.


02.05.26
Executive Officer
NAC, Kotpad

SPECIAL CONDITIONS

1. The Man Power Service Provider/agency shall bear the salary and other expenses of the driver and other staff attached to the vehicles, comprehensive insurance policy, appropriate driving license, etc., and complying with the entire statutory requirement, including labour laws that may be necessary in this respect, Kotpad NAC will not be responsible for any consequence out of any violation of the Rules or Act by the agency.
2. The agency shall indemnify the Kotpad NAC against any claim, losses, or damages concerning workers/ employees during the contract period.
3. Payment shall be made by the agency to its employees/ workers as per their category and nature of work, which shall not be less than the declared from time to time under minimum wages Act by Govt of Odisha.
4. The successful bidders shall execute an agreement with the Kotpad NAC within 7 days from the date of receipt of the letter of acceptance from Kotpad NAC. The EMD shall be retained as a security deposit till the closure of the contract without any interest. The EMD of the unsuccessful tenders shall be refunded on application only after finalization of the bid and drawl of agreement with the successful bidder. In case of failure to execute the agreement in

time, the EMD will be forfeited to the Kotpad NAC fund. The different clauses of the tender call notice mentioned herein, including NIT, shall form a part of the agreement.

5. Details of Terms & Conditions will be incorporated in the agreement.
6. The sweepers, labourers engaged for the collection of door-to-door wastes, drain cleaners, bush cutters, etc., engaged for loading and unloading, will perform their duty in uniform. This shall be complied with by the Executing Agency so as to ensure better identification by the public as well as officers of Kotpad NAC.
7. Kotpad NAC will identify temporary transit points within the ward and place dustbins/containers from where the Municipal Solid Waste (MSW) is to be lifted to the temporary transfer station identified by Kotpad NAC
8. Kotpad NAC shall have the right to add, delete/alter any condition (s) to and from the agreement as and when necessary for smooth management of sanitation work.
9. The transportation of MSW will be done with due care, and transporting vehicles shall be covered as per norms specified by the Pollution Control Board.
10. If the Agency will not perform the sanitation work to the satisfaction of Kotpad NAC authorities in any particular day or will not respond to any complaint received from general public regarding sanitation work within four hours receiving complaint at the NAC Office, then the Kotpad NAC is at liberty to either engage and substitute manpower for sweeping, bush cutting, drain cleaning engage own vehicle, hired vehicles for lifting the pending MSW, etc. & recover the expenditure incurred therein as per the estimated cost by Kotpad NAC and may impose penalty up to 0.5% of monthly agreement value, in which the decision of the Executive Officer will be final and binding, which shall be recovered from the monthly bill of the Agency. However, no penalty shall be applicable during extraordinary circumstances, i.e., riot, Disaster & Strike for the affected localities.
11. Executive Officer, Kotpad NAC reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the council, for any justifiable reasons, not mandatory to be communicated to the successful bidder.
12. The contract will be for 02 (two years), subject to satisfactory performance of the contractor. Kotpad NAC reserves the right to restructure sanitation services in public interest as per applicable rules.
13. On the basis of satisfactory performance of the agency, the contract period may be extended as per the provision specified in OGFR.
14. The agency is advised to submit its tender after physical inspection of the site, a very detailed assessment/requirement of machine/manpower for providing the above services in all wards. The bidder should quote their rates as per the Financial Bid. No request for alteration in the rates, once quoted, will be entertained within the period of the contract. The decision of the Executive Officer will be final for any aspect of the contract and binding to all parties
15. Acceptance by the Council will be communicated by email or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the email, etc., should be acted upon immediately.
16. The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.
17. Failure of the Successful Bidder to comply with the requirements of the Clause mentioned in the NIT shall constitute sufficient grounds for the annulment of the Bid, and forfeiture of the EMD. In such an event, Kotpad NAC reserves the right to



- a. either invite the next lowest bidder for negotiations.
- Or
- b. take any such measures as may be deemed fit in the sole discretion of Kotpad NAC, including annulment of the bidding process.
18. The payment will be made on presentation of a pre-receipted bill (in duplicate), complete in all respects, every month after completion of the month for having rendered the services satisfactorily. For this purpose, the Contractor/Agency should obtain a certificate from the authorized Officer regarding satisfactory completion of the work.
19. In case the labour rate is hiked by Govt of Odisha, payment will be made accordingly, considering the engagement of labour in the work, duly certified by the Officer-In-Charge of the work.
20. The agency should maintain a public complain & suggestion register showing a daily record of cleaning with a remark of inhabitants, which may be checked by the Officer-In-Charge of Kotpad NAC to assess the performance of the agency awarded to execute the work.
21. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority that has executed the agreement is located.
22. Lifting and disposal of carcasses of animals, Waste Handling of slaughter house and fish market, collection and disposal of Bio-medical waste.
23. 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.


Executive Officer
Kotpad NAC
Executive Officer
N.A.C, Kotpad

BOQ Conditions (Financial Bid Conditions)

1. The Financial Bid shall be submitted strictly in the prescribed BOQ format available in the e-procurement portal. No modification of the format shall be permitted. Any bid submitted in any other format shall be liable for rejection.
2. The bidder shall quote rates only for the items mentioned in the BOQ, namely:
- Service Charge on manpower component (%)
 - Monthly hiring charges of Light Commercial Vehicles (LCV)
 - Monthly hiring charges for tractors
3. The bidder shall quote the service charge on the manpower component not less than 3.85% and more than 7% as specified in the tender.
- Since the BOQ format in the e-procurement portal accepts amount values only, the bidder shall calculate the service charge based on the applicable percentage of the estimated manpower cost and enter the corresponding amount in the BOQ.
 - The calculated amount shall be rounded off to the nearest rupee, and no decimal values shall be entered in the BOQ.
 - The amount entered in the BOQ shall be treated as the financial quote for evaluation. In case the quoted amount corresponds to a service charge lower than the prescribed minimum percentage, the bid shall be treated as non-responsive and rejected.

4. The monthly vehicle hire charges quoted by the bidder shall not be less than ₹15,500/- (Rupees Fifteen Thousand only) for each LCV and ₹20,000/- (Rupees Twenty Thousand Only) for each tractor. These rates are exclusive of GST, fuel charges, and driver wages but inclusive of all other operational expenses such as maintenance, insurance, permits, statutory compliance, and incidental costs required for execution of the work.
5. Fuel cost shall not be quoted in the BOQ. Reimbursement of fuel shall be made separately as per the terms and conditions of the tender based on GPS-verified vehicle movement and subject to the maximum limit prescribed in the NIT.
6. The rates quoted by the bidder shall be inclusive of all taxes, duties, levies, insurance, and other charges except GST, which shall be paid as applicable.
7. The financial evaluation shall be carried out based on the total bid value derived from:
 - a. Service charge on manpower component
 - b. Vehicle hiring charges for the contract period
8. The bidder quoting the lowest evaluated cost (L1) shall be considered for award of the contract, subject to fulfillment of all tender conditions.
9. In case of any discrepancy between the figures and calculations in the BOQ, the calculation generated by the e-procurement system shall prevail.
10. Any financial bid containing conditions, alterations, or deviations from the prescribed BOQ format shall be liable to rejection.
11. T&P charges shall be reimbursed on submission of actual bills by the contractor related to sanitation operation, duly verified by the Municipality, subject to the prescribed ceiling under the tender conditions.



Annexure-I

TENDER OR SERVICE FOR ROAD SWEEPING, DRAIN CLEANING, DOOR-TO-DOOR WASTE COLLECTION, SANITATION SERVICES UNDER KOTPAD NAC.

Full Name & Address of the Bidder in
Telephone No.
Fax/Cellular No.
E-mail address

To,
The Executive Officer,
Kotpad NAC.

Sir,

I/We have carefully read and understood all the particulars, information, and other terms and conditions of the Contract (NIT) for Cleaning, Sanitation, and Waste Disposal Services at Kotpad NAC.

I/We agree to provide the services as detailed in the Schedule or such portion thereof as may be specified in the acceptance of the tender, at the rates given in Schedule I of this tender. I/We hereby agree to abide by and be bound by this offer.

I/We shall be bound by the communication of acceptance dispatched within the prescribed time.

I/We have fully understood the terms and conditions of the contract and undertake to provide the services strictly in accordance with these requirements and to the best of our ability.

All pages attached hereto form part of this tender.

Every page attached to this tender bears my/our signature and official seal.

The Cost of Tender Paper and Earnest Money Deposit (EMD), drawn in favour of the Executive Officer, Kotpad NAC, payable at Kotpad, if any, are enclosed vide:

- Cost of Tender Paper: No. _____ Date _____
- EMD (): No. _____ Date _____

Yours faithfully,

Signature & Seal of the Bidder

Dated:
Witness _____
Telephone No Office
Address _____
Occupation _____
Mobile
State of witness to the bidder's signature
Name, Address Signature of Witness



Annexure-II

**FORMAT FOR AFFIDAVIT CERTIFYING THAT ENTITY / PROMOTER(S)
/DIRECTOR(S)/PARTNERS OF ENTITY ARE NOT BLACKLISTED
(ON A STAMP PAPER OF RELEVANT VALUE)**

I, representing M/s. (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of G.O or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal). I certify that our organization has not committed any offence under the Prevention of Corruption Act, 1988, or the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of the execution of a public procurement contract. We further confirm 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)

Annexure-III

ANTI-COLLUSION CERTIFICATE

We hereby certify and confirm that in the preparation and submission of our Proposal for Sanitation Services at Kotpad NAC under this NIT Reference No _____ dated _____, 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)



Annexure-IV

**UNDERTAKING REGARDING NOT HAVING ANY PENDING JUDICIAL PROCEEDINGS
FOR ANY CRIMINAL OFFENCES**

I, hereby undertake that there is no criminal case 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.

Authorized Signature
(In full and Initials)

Name and Designation of the Signatory: _____

Name of the Bidder and Address: _____



Annexure-V

AFFIDAVIT

REGARDING THE CORRECT & GENUINE DOCUMENTS FURNISHED IN THE TENDER

I, _____, S/o, D/o. _____, (Designation) of _____ signatory of the Service Provider mentioned above, am competent to sign this declaration and execute this tender document;

I have carefully read & understood all the terms & conditions of the tender & undertake to abide by them; 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 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
Seal:

Annexure-VI

AFFIDAVIT

NO RELATION CERTIFICATE

I, _____, Man Power Service Provider of _____ 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, Dist: Koraput 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 and Designation of the Signatory:

Name of the Bidder and Address:

Handwritten signature

Handwritten signature and date: 02.05.26

Annexure-VII

CHECK LIST FOR OFFICE USE

SL. No	List of documents	Details of the document	Should be left blank for office use only
1	2	3	4
1	Valid Registration Certificate of applicants organization		
2	Registered under the appropriate authority of the State/Central Govt. and must possess valid licenses for providing Manpower Services.		
3	The registered office or one of the branch offices of the Manpower Service Provider should be located at Odisha		
4	Cost of Tender Paper Rs.10,000/- Furnished		
5	Valid PAN/GIR Card. / Adhar Card		
6	Valid GST Regn. Certificate.		
7	Copy of the last GST Return file		
8	EPF Electronic Challan Return (ECR) for 100 Nos.& Remittance/Payment confirmation slips for the last three months		
9	Valid labour license for 100 Nos. under contract labour (Regulation and Abolition) Act, 1970. /Undertaking to obtain a license, if awarded		
10	Valid ESI Regn. Certificate.		
12	Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the last three financial years		
13	EMD Deposited. Rs. 5,00,000/-		
14	Performance Guarantee Furnished.		
15	Anti-Collusion certificate furnished		
16	Covering Letter of Technical Bid		
17	Affidavit mentioning that he/she/firm/Company, etc., is not black listed by any Govt. Organization/undertaking or that no Criminal or Vigilance Case is pending		
18	Experience certificates for a minimum of three years		
19	Turn over details of the past three years		

To be filled up by the tendering agency

Total no of corrections: -

Total no of Overwriting: -

Total no of Interpolation: -

Name of Agency: -

Correspondence Address of the Agency: -

Tel./ Fax No: -

Mobile No: -

e-mail id: -

(Signature of the bidders)

FINANCIAL BID

SL. NO	Particular	Estimated Cost in Rupees (Yearly)	
1	80 nos. of labourers (Sweeper, Drain Cleaner and Helper)	1,34,90,400.00	
2	10 nos. of drivers	20,51,300.00	
3	Vehicle	14,28,000.00	
4	Fuel	14,40,000.00	
5	EPF (13%)	20,20,421.00	
6	ESI (3.25%)	5,05,105.25	
7	T&P	2,40,000.00	
	Total Cost	2,11,75,226.25	
5	Agency Supervision & Maintenance Charge (to be quoted by agency, amount the amount should not be below 3.85% of the total cost)		
	Total amount		
	Job Description	Quantity	
1	Door-to-door collection of municipal solid waste (MSW) in the ULB and its transportation to designated locations. Collection of MS W from designated locations and transportation to the compost facility and % or landfill. Sweeping of streets, footpath and pavements, cleaning of road side drains, uprooting of vegetation, collection of construction debris from its source and transportation of the same to One item as pre-designated locations. Collection of MSW scope of work A (1) from the bulk generators of MSW in the (2), (3) & (4) ULB wards and its transportation to designated locations as per detail & as per conditions description of scope of work mentioned in clause A-1,2, 3 & 4 for entire ward. Including of NIT loading and unloading, supply of all labourer required for the work to the designated transfer stations as per the direction of the Officer-in-charge including cost of Driver, & DEO & taxes such as GST, income tax, and other taxes & fees as applicable from time to time with highest standard of services	One item as per scope of work A (1), (2), (3), (4) & (5) & as per conditions of NIT.	Monthly lum sum
	Rate in word:-		
	Rate in figures:-		

(One item of work only)

The rate should not be changed from sl. no 1 to 4, the rate of serial no 5 should not be less than 3.85% as per NIT condition

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the NIT form

I/We have carefully read the terms and conditions of the NIT and are agreed to abide by these in letter and spirit.

NB: The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.

No. of correction: -

No. of interpolation:

No. of overwriting Signature of the Bidder/Agency

GR

162.05.26