

NOTIFIED AREA COUNCIL, PIPLI



HOUSING AND URBAN DEVELOPMENT DEPARTMENT

QUOTATION PAPER FOR

Supply of Manpower for Sanitation & Other Works

OF

NOTIFIED AREA COUNCIL, PIPLI

OFFICE OF THE NOTIFIED AREA COUNCIL, PIPLI

No 1145 /Date 13.04.2023

QUOTATION CALL NOTICE

Sealed quotations in prescribe forms are invited from the Registered Service Provider/ Agencies in order to engage the Manpower indicated below to NAC, Pipli for the Year 2023-24 & 2024-25. The rate for category should be mentioned clearly in the quotation paper.

The start and end date of sale of quotation from **15th April, 2023** to **24th April, 2023**. The Quotations should reach the undersigned on or before **24th April, 2023** by **1.00 P.M** by Registered Post/Speed Post/in the Drop Box kept in the Office Premises only and shall be opened on **26th April, 2023 at 11.00 A.M.** in the presence of the bidders or their authorized representatives.

Sl. No	Particulars	Paper Cost	EMD & S.D	Last date for Submission of Quotation Paper	Opening of the Tender
1	Supplying Man Power for the following works:- Sweeper-62 Tractor Driver-02 T&FC-02 DEO-cum-T&FC-01 Park Mali-02 Peon-03 Night Watcher-02 Supervisor(MCC&MRF)-01 Watch Man-cum-Gardner(MCC & MRF)-01 Hatta Watch Man-01 Plumber-01 Electrician-01	Rs.3,540/-	Rs.1,00,000/-	24.04.2023 up to 1.00 PM	26.04.2023 at 11.00PM

Terms & Conditions;

1. The Service Provider / Agency must have the license with up to date renewal form proper authority for supply of above category of Workers.
2. The service provider shall pay the wages to the worker end of the Month which will be reimbursed by the Service provider from Notified Area Council, Pipli.
3. If the work performance of the any work will be found not satisfactory then he /she will be remove his duty at any movement assigning any reason.
4. The intending Service Provider/ Agencies should submit their quotation mentioning the Monthly Remuneration of above workers in details inclusive of EPF, ESIC & Service charge etc.

5. The Service provider enclosed the documents i.e.

- (a) Labour License
- (b) EPF Certificate from the Component Authority.
- (d) PAN Card
- (e) Experience Certificate (Govt. & Private Organization)
- (f) The D.D of Paper Cost & EMD in favour of THE EXECUTIVE OFFICER, PIPLI N.A.C.

6. The selected quotationer will be signed with Agreement paper within 7 days of finalization of Tender.

Executive Officer
Notified Area Council, Pipli
N. A. C. Pipli

Memo No 1146 /Date 13.04.2023

Copy submitted to the Director Municipal Administration & Ex-Officio Additional Secretary to Govt., H & U.D.Dept., Odisha, Bhubaneswar/ District Magistrate & Collector, Puri/PD, DUDA, Puri for favour of kind information.

Executive Officer
Notified Area Council, Pipli
N. A. C. Pipli

Memo No 1147 /Date 13.04.2023

Copy Submitted to the Accounts Officer, Pipli Block/ Asst. Engineer, Pipli Block, Pipli/Assistant Engineer & Junior Engineer, Pipli NAC (Tender Committee Members) and requested to present in the undersigned Chamber at the time of the opening of the Tender for favour of information and necessary action/ BDO, Pipli & Tahsildar, Pipli for information with a request to display the Tender Call Notice in their respective Notice Boards for wide publication.

Executive Officer
Notified Area Council, Pipli
N. A. C. Pipli

Memo No 1148 /Date 13.04.2023

Copy Submitted to the NIC, Puri for information and they are requested to publish the Notice on PURI NIC portal.

Executive Officer
Notified Area Council, Pipli
N. A. C. Pipli

Memo No 1149 /Date 13.04.2023

Copy submitted to the Deputy Director (Advt. Section), I&P. R. Dept. for publication of the Notice in short form in their any one of the local leading Oriya Daily News Paper in all editions for one day publication on or before **Dt.15.04.2023** using minimum space & front size of 8 and the Advertisement Bill is limited to **Rs.4,000/-**.

Executive Officer
Notified Area Council, Pipli
N. A. C. Pipli

Memo No 1150 /Date 13.04.2023

Copy to Office Notice Board/Web Site www.piplinac.in of the Pipli NAC for wide publication.

Executive Officer
Notified Area Council, Pipli
N. A. C. Pipli

INSTRUCTION TO QUOTATIONER

1. The bidders are 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 bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of bid.
2. Bidders offering for work should have appropriate resources, necessary expertise requisite manpower, proper coordinating and supervisory ability to undertake the work.
3. Initially the successful bidder will be awarded contract for a **Period of Two Year**. The period of the validity of the work may be extended as per the terms and conditions mentioned in this document. However in case the work is not found satisfactory during the contract period the agreement will be rescinded without assigning any reason thereof.
4. Quoting abnormally low rate/ high rate, Tender will be rejected (the rate of estimation has been prepared by NAC, PIPLI taking various factors into account and the authority is not liable to explain the bidder the details of the rate so estimated as per Government Labour Rate.
5. The conditional and incomplete bids are liable for rejection.
6. The bidders submitted by partnership firms should be furnished with partnership deed duly registered.
7. Letter of authorization for representing the Registered Firm/ Private Company/ NGOs and entrepreneur to sign the bid document should be enclosed along with the bid document.
8. Bids containing overwriting, additions, alternation, erasers, obliteration and other discrepancies may not be considered. The bidders should properly attest all the corrections made by them.
9. The bidder shall sign every page of the bid documents and submit all of them. The bidders should quote rates both in figures and in words. Wherever there is difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
10. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the S.D will be forfeited and steps shall be taken for black listing.
11. If any bidder has not maintained their statutory part in time, the Authority reserves the right to reject their tenders without assigning any reason as per rules. The Bidder has to submit an affidavit about their entity is not blacklisted in payment of Statutory dues along with the Bid documents.

12. The following List of Documents will be submitted by the Quotationer.

- I. EMD
- II. Copy of PAN Card
- III. Copy of License/ Registration Certificate
- IV. EPF Code No. & ESIC Code No.
- V. Certificate of Not Liable to pay Service Tax
- VI. Financial turnover Certificate from C.A firm
- VII. IT return for 5 Years
- VIII. Experience certificate for a minimum period of two Years 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 of street / lifting of Garbage / Door to Door collection of Dry & Wet Waste/ other Solid Wastes from any Government Department/ PSU/ Municipality etc.

13. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Ref. Rev
13.04.2023
Executive Officer
Notified Area Council, Pipli
Executive Officer
N. A. C. Pipli

IMPORTANT INSTRUCTIONS AND CONDITIONS

1. The Quotation Paper will be send through Registered/Speed Post/ in the Drop Box kept in the Office Premises within prescribed date & Time as per Quotation Call Notice.
2. The bidders are 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 bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of bid.
3. Bidders offering for work should have appropriate resources, necessary expertise requisite manpower, proper coordinating and supervisory ability to undertake the work.
4. The bid is meant for carrying out the work for a **Period of Two Years**. But initially contract will be given for a period of one Year and will be extended to further such period subject to satisfactory performance of the contractor.
5. The contract may also be terminated with one month single notice if there occurs any change of Govt. Policy/ Rules/ Financing pattern etc. which are beyond control of this NAC
6. The conditional and incomplete bids are liable for rejection.
7. The bidders submitted by partnership firms should be furnished with partnership deed duly registered.
8. Letter of authorization for representing the registered firm/ Private Company/ NGOs and entrepreneur to sign the bid document should be enclosed along with the bid document.
9. Bids containing overwriting, additions and alternation, erasures, obliteration and other discrepancies may not be considered. The bidders should properly attest all corrections made by them.
10. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the S.D will be forfeited and steps shall be taken for cancellation of the contract.
11. In case there are two or more Bidders quoting the same lowest Financial Offer, the authority may in such case call all such Bidders for negotiations and select the Preferred Bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of the NAC Authority
12. The NAC reserves the right to reject any Proposal, if:
 - a) At any time, a material misrepresentation is made or discovered; or
 - b) The Bidder does not respond promptly and diligently to requests for supplemental Information required for the evaluation of the Proposal.

13. In the event of acceptance of the Preferred Bidder with or without negotiations, the authority shall declare the Preferred Bidder as the Successful Bidder. The NAC will notify the Successful Bidder through a Letter of Award (LoA) that its Proposal has been accepted.
14. The Successful Bidder shall execute the Agreement within one Week of the issue of LoA or within such further time as the authority may agree to in its sole discretion.
15. The successful Bidder is liable to use former outside Labours previously engaged for this NAC.
16. Not with standing anything contained in this Tender document, the Authority reserves the right to accept or reject any Proposal, or to Annual 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.
17. In case of any dispute arising out of the contract the matter shall be decided as per law within the jurisdiction of Odisha.
18. In case the work on a particular day during inspection by NAC Officials is not found satisfactory, deductions in the payable bill of the agency will be made and the amount to be deducted will be solely at the discretion of the Authority
19. Duty period of Labourers is 8 hours per day, and in case of any changes made by the Govt. the same will be abided by the bidder.
20. The Executive Officer or his representative can inspect the sanitation and other works of Agency at any time and review the sanitation and other work once in a week.

Signature of Bidder

Pipli Pipli
13.04.2023
Executive Officer
Notified Area Council, Pipli
Executive Officer
N. A. C. Pipli

NOTIFIED AREA COUNCIL, PIPLI

A. SCOPE OF WORK:

1. Sweeping, Door to Door Collection & Cleaning of the Streets etc.:

The entire geographical area of ward should remain always clean i.e. throughout the day. The solid wastes are to be collected from various sources of its generation throughout the area. Solid wastes Garbage's shall have to be collected from Door to Door all identified road sides, Dwelling Houses, Nursing Home, Hotel Est., Business Estt. Govt. Building placed within the specified area, from market places including commercial/ Industrial/ Institutional units and from bins placed by various commercial units. Solid wastes also include dead animals including road sweepings. Active participation in Door-to-Door and mass awareness campaign/ Public education about Solid Waste Management Rules and guidelines issued by Govt. agencies/ NAC etc. has to be adhered by the bidder.

2. Cutting of Bushes & Cleaning of Drains

The bushes & shrubs from roadside berms & conservancy lanes are to be cleaned by the agency. The roadside drains are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid choking of the drains. The executing agency after daily collection shall have to ensure complete removal of entire solid wastes from the specified areas to the full satisfaction of the officer-in-charge of NAC, PIPLI and in case the agency does not comply to the instructions of the officer-in-charge of NAC, PIPLI. NAC may engage any other agency for removal of such solid wastes which has not been collected by the executing agency and in such case; the cost of collection and removal through the other agency shall be recovered from the bills of the original executing agency. The officer-in-charge from NAC shall indicate a particular timing during a day (Preferably during the night time) when no solid wastes of any kind should be available in the area at the said time. The executing agency shall provide all necessary labour and other necessary T&P articles including safety devices for the health and safety of the labourers engaged as may be required for the job and as per direction of the Officer-in-charge. Cleaning of all surface drains and its culverts of specified area at least 4 times a Year thoroughly and once in a week occasionally if required to keep the drains out of silt and garbage. Segregation and transportation of drain silt and garbage to final disposal/ processing site. In case of non-compliance of above by the executing agency, NAC reserves the right to close the contract any time within the specified period of contract with one Month notice served to the agency from NAC.

3. Transportation of solid wastes

The solid wastes collected from different places inside the specified area shall have to be suitably loaded into transporting vehicles such as tractors as per requirement and shall have to be transported to the approved dumping yards identified by the Officer-in-Charge of NAC and the solid wastes will be unloaded by the agency at these sites.

4. TOOLS AND PLANTS

1. The tools and plants available with NAC may be used by the agency.
2. The NAC authority may provide disinfectants and other chemicals for use in garbage handling and storage which has to be used by agency as per instructions.

5. BILLS OF WORK

1. Bills for payment will be prepared on Monthly basis as per contract agreement after satisfactory performance only. The amount will be released within minimum possible time submission of bill by the agency.
2. The authority may withhold any reasonable amount from the Monthly bill due to bad or unfinished work and the same will be paid after due compliance.

6. PRICE ESCALATION

1. Price escalation will be considered on the occasion of remarkable hike of minimum wages, fuel price etc. as per RBI index and as per Labour Deptt. Circulars only. In case of non-availability of required funds the number of deployed of labourers may be reduced.

7. TERMINATION OF CONTRACT

1. The NAC Authority may terminate the contract on deviation of contract agreement and unsatisfactory performance with giving one month prior notice.
2. The agency may withdraw from contract without any penalty only after completion of one Year.
3. If the agency ceases to work at any time within contract period, the security deposit are liable of forfeiture and authority may impose additional penalty as deemed fit.

8. LEGAL JURISDICTION

1. All legal matters are subjects to be in jurisdiction of the State of Odisha.

Signature of Bidder

13.04.2023
Executive Officer
Notified Area Council, Pipli
Executive Officer
N. A. C. Pipli

QUOTATION PAPER

Name of the Item (Supply of Manpower for Sweeper)

Cost of Quotation Paper Rs.3,540/-

EMD Cost Rs.1,00,000/-

Sl. No	Name of the Particular	Rate Quotated						
		Per Day	Monthly wages 30days	EPF (%)	ESIC (%)	Contractor Profit/ Service Charge (%)	Rate in Ward	Rate in Figure
1	Sweeper- 62							
2	Tractor Driver-02							
3	Tax & Fee Collector-02							
4	DEO-Cum-T&FC-1							
5	Park Mali-02							
6	Peon-03							
7	Night Watcher-02							
8	Supervisor (MCC&MRF)-01							
9	Watch Man-cum-Gardner (MCC & MRF)-01							
10	Hatta Watchman-01							
11	Plumber-01							
12	Electrician-01							
	Total							

Note:

* The Monthly take Home remuneration must be based as per minimum wages Act vide the recent Gazette Notification No.2500/LC., Dated.05.04.2023 issued by Labour & ESI Department, Odisha for Un Skilled, Skilled, Semi-Skilled personnel. This should take into account 24 X 7 X 365 days service of Manpower personnel required at the NAC, Pipli.

* The service charge should take into account all cost related to management of the personnel including their statutory requirement. The bidders are required to quote the price (Service Charge) Minimum @ 6% and maximum @ 12% should be quoted as service charge will be considered and quoting in fraction of Rupee will lead to summarily rejection of financial bid. There must not be any compromise on the take home remuneration mentioned above.

Terms & Conditions

1. The service Provider / agency must have the license with up to date renewal form proper authority for supply of above category of Workers.
2. The service provider shall pay the wages to the worker end of the Month which will be reimbursed by the service provider from Pipli NAC.
3. If the work performance of the any work will be found not satisfactory then he /she will be remove his duty at any movement assigning any reason.
4. The intending service provider/ Agencies should submit their quotation mentioning the monthly remuneration of above workers in details inclusive of ESI, EPF & Service charge etc.
5. The Service provider enclosed the documents i.e.
 - (a) Labour License
 - (b) EPF Certificate from the component Authority
 - (c) ESIC Certificate from the Component Authority
 - (e) PAC Card
 - (f) Other Experience Certificate
6. The rate of quotation will be valid for period of one Year up to **30th April, 2025** rate subject to Circular of Laour Dept. issued from time and selected quotationer will be signed with agreement paper after selection.

Signature

EMD Deposit.....
No of Items
No of items over writing
No of correction

P. A. C. Pipli
13.04.2023
Executive Officer
Notified Area Council, Pipli
Executive Officer
N. A. C. Pipli