



OFFICE OF THE PURI MUNICIPALITY, PURI

Letter No. 8085

Dated. 27.09.24



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**Tender Call Notice For Selection Of Agency For Execution & Management Of
The Sanitation Work And Supply Of The Sanitation Workers In Conservative
District 1 (Ward-3,4,5,6,8) Of Puri Municipality, Puri**

Puri Municipality invites Request for Proposal (RFP) for "Selection Of Agency For Execution & Management Of The Sanitation Work And Supply Of The Sanitation Workers In Conservative District 1 (Ward-3,4,5,6,8) Of Puri Municipality, Puri". The details terms & conditions can be downloaded from the website www.purimunicipality.nic.in & www.puri.odisha.gov.in. The detail Technical & Financial proposal in conformity with the terms and conditions of the RFP documents shall be submitted to the office of the Executive Officer, Puri Municipality, Puri on or before 22.10.24 at 05.00 PM through speed post/Regd. Post only. The Technical bids will be opened on 23.10.24 at 11 AM in the office chamber of the Executive Officer, Puri Municipality, Puri.

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


27.9.24
Executive Officer,
Puri Municipality, Puri.

Memo No 8086 / Date 27.09.24

Copy submitted to Collector, Puri/Superintendent of Police, Puri for favour of kind information and necessary action.


27.9.24
Executive Officer,
Puri Municipality, Puri.

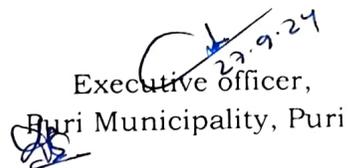
Memo No 8087 / Date 27.09.24

Copy to office Notice Board/Head Asst./Gen & Misc. section, Puri Municipality, Puri for information and necessary action. General Section should take steps to publish in two Local Oriya newspaper and One English newspaper for one day on or before 28.9.24.


27.9.24
Executive officer,
Puri Municipality, Puri

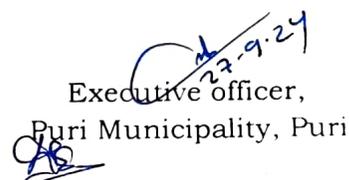
Memo No 8088 / Date 27.09.24

Copy along with copy of DTCN to the District Informatic Officer, National Information Center, Puri for information and necessary action. He is requested to upload the advertisement in the website www.purimunicipality.nic.in & www.puri.odisha.gov.in.


Executive officer,
Puri Municipality, Puri

Memo No 8089 / Date 27.09.24

Copy along with copy of DTCN to the District E- Govance Manger Collectorate, Puri for information and necessary action. He is requested to upload the advertisement in the District website <https://puri.odisha.gov.in>.


Executive officer,
Puri Municipality, Puri

Memo No. 8090 /Date 27.09.24

Copy forwarded to Executive Engineer (R&B) Division Puri/ Executive Engineer, Irrigation Division, Puri /Executive Engineer P.H.E, Division, Puri/ Secretary P.K.D.A, Puri for information and with a request to display the notice in their notice board.


Executive Officer,
Puri Municipality, Puri

Memo No 8091 / Date 27.09.24

Copy along with copy of DTCN to the Addl. Executive Officer (Finance), Zilla Parisada, Puri/Municipal Engineer/Addl. Executive Officer/Health officer, Puri Municipality, Puri, Puri information and necessary action. They are requested to attend during the tender opening on 23.10.24 at 11 A.M, being the purchase committee member.


Executive officer,
Puri Municipality, Puri



GOVERNMENT OF ODISHA

**EXECUTIVE OFFICER,
PURI MUNICIPALITY, PURI**

**Request for Proposal (RFP) For
“Selection Of Agency For Execution & Management Of
The Sanitation Work And Supply Of The Sanitation
Workers In Conservative District 1 (Ward-3,4,5,6,8) Of
Puri Municipality, Puri”**

Dated: 27.09.2024

Last Date for Submission: 22.10.2024 till 5.00PM


**Executive officer
Puri Municipality, Puri**



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1. Objective

Execution of Sanitation work in Conservative District 1(ward no- 3,4,5,6,8) of Puri municipality and Supply of Sanitation worker(s) , Vehicles including drivers for Sweeping of roads, Door to Door waste collection, cleaning of drains & Bush Cutting in both sides of roads , lifting of Waste in a segregated manner (Wet & Dry Waste) and transportation of Municipal Solid waste separately Wet & Dry Waste including other waste or floating material or sludge from drains to the designated Micro Composting Centre(MCC)/ Material Recovery Facility (MRF)/ any other site as per the direction of the Puri Municipality & or any other sanitation work on day to day basis.

2. Introduction to the Bidder.

- The conditional bids if any, shall not be considered and will be out rightly rejected in the very first instance.
- All entries in the tender form should be visible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted. In such cases, the tender shall be similarly rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids
- 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.

- Puri Municipality shall have the right to terminate the contract on the ground of improper/poor performance and violation of the terms of the contract by giving 15 days prior notice.
- Initially the successful bidder will be awarded contract for a **period of one 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.
- Quoting abnormally low rate / high rate, tender will be rejected (since the rate of estimation has been indicated by Puri Municipality taking various factors into account.
- Letter of authorization for representing the registered firm / private company / NGOs and entrepreneur to sign the bid documents should be enclosed along with the bid document.
- For all intents & purposes, Service Provider shall be the “Employer” within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by Service Provider shall not have any claim whatsoever like employer and employee’s relationship against the department or office concerned.
- All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the Performance Security. Deposit. will be forfeited and steps shall be taken for black listing the bidder.
- Successful bidder shall submit 5% of the project cost as Performance Security Deposit in favour of Executive Officer, Puri Municipality, Puri from any nationalized bank counter signed by local bank.

- The EMD of the unsuccessful bidder will be returned after the completion of the tender process within 7 days (i.e. issue of work order to the successful bidder).
- The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
- All the original documents should be produced to the Executive Officer Puri Municipality for verification at the time of opening of Bid, otherwise the tender will be rejected.
- Bidders offering for work should have appropriate resources, necessary expertise, requisite manpower, proper coordinating and supervisory ability to undertake the work.
- The bid is meant for carrying out the work for **a period of three years**. But initially the contract will be given for a period of one year and may be extended to further such period subject to satisfactory performance of the Bidder.
- The contract may also be terminated with a 15 days single notice if there occurs any change of Govt. policy/ rules / financing pattern etc. which are beyond control of this Municipality.
- 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.
- 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.

- 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.
- 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 Municipality authority without any reason thereof.
- The Municipality reserves the right to reject any Proposal, if:
 - At any time, a material misrepresentation is made or discovered;
or
 - The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
- 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 Municipality will notify the Successful Bidder through a Letter of Award (LoA) that its Proposal has been accepted.
- The Successful Bidder shall execute the Agreement at his own cost within one Week of the issue of LoA or within such further time as the authority may agree to in its sole discretion.
- 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.

- In case of any dispute arising out of the contract the matter shall be decided as per law within the jurisdiction of Puri, Odisha.
- In case the work on a particular day during inspection by Municipality 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
- Duty period of Laborer's is 8 hours per day i.e., 6.00am to 11.00am and 3.00pm to 6.00pm and in case of any changes made by the Municipality the same will be abided by the bidder. The agency has to perform beyond duty hours in case of emergencies/exigencies.
- All the payment to the worker should be done as per the guideline of the latest Odisha Labour Act.
- The Executive Officer or his representative can inspect the sanitation work of Agency at any time and review the sanitation work once in a week.
- The Bidder can employ equitable gender representation and deploy both Male and Female sanitation worker. The worker engaged by the bidder should not be below the 18 years of age.
- The age constraint of the sanitation workers should be as per the Govt. of Odisha norms.
- The Sanitation worker supplied by the bidder to this ULB shall not be allowed to work in other organization of Govt. or private in any circumstances and cannot perform their work in 2 organization at a time.

- The bidder is bound to submit the EPF and ESI of all the workers engaged by him. The bidder shall not be allowed to engage any worker without EPF & ESI.
- Continuance of job of worker would be subject to the satisfactory performance & decision of the competent Authority post performance appraisal .
- The supervisor deployed by the bidder for supervision of work shall have relevant experience of supervising similar work .
- The Puri Municipality reserves right to ask for extra work during any special occasion and the agency shall arrange the same. Extra cost in such cases will be reimbursed.
- The vehicles to be engaged by the bidders must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc.
- The driver of the vehicles must have a valid Driving license for driving of vehicles to be utilized and should be sufficiently experienced in driving such vehicles.

3. Scope of Work

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

The entire roads, lanes, bi-lanes, of the wards should remain always clean i.e., throughout the day. Sweeping will be conducted at least once daily in residential areas and twice in commercial areas/high foot fall areas/ or any other area specified by Puri Municipality. Sweeping shall be completed before 8 am in the morning. The solid wastes resulting from sweeping are to be collected from the source of its generation throughout the area. Solid wastes shall have to be collected from all identified road sides, Secondary collection points, garbage vulnerable points (GVP). All garbage generated from sweeping related activities along with garbage dumps, GVP and secondary collection points will be removed by 8 am on a

daily basis. Night sweeping will also form part of the sweeping activity and shall be conducted in all the commercial and public places as decided by Puri Municipality which is a mandatory condition in the sanitation work.

The agency shall engage adequate number of compartmentalized door to door waste collection vehicles with loaders for collection of segregated waste from every entity of the wards such as households, hotels, commercial establishments, shops etc. in morning hour from 06.00 AM to 08.00 AM or till completion of the waste collection and in the night hours from 09.00 PM onwards only from commercial establishments on daily basis. Further, the collected waste to be transported to the wealth centers (MCC/MRF) or any other location as per the instruction of Puri Municipality.

The agency shall ensure that the temporary collection points are clean and free of garbage at any time of the day. Each sanitation worker engaged will be responsible for cleaning at least 500-750 meter of the identified lane/road and any other lane/ road as assigned by the Puri Municipality.

2. Uprooting of bushes & cleaning of drains

- 2.1 The bushes & shrubs from roadside beams & conservancy lanes are to be cleaned by the agency.
- 2.2 The roadside drains and all drains in side the lanes and by-lanes of the wards are also to be cleaned i.e. removal of polythene, paper, foreign materials and other floating materials to avoid choking of the drains. De-silting of the drains also will form part of the drain cleaning activities and will be required to be completed as per schedule drawn up by the Puri Municipality. 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 or as or when required. Segregation and transportation of drain silt and garbage to final disposal / processing site shall be ensured.

The executing agency after daily sweeping and cleaning activities shall have to ensure complete removal of entire solid wastes from the specified areas to the full satisfaction of the officer-in-charge of Municipality Puri and in case the agency does not comply to the instructions of the officer-in-charge of Municipality Puri 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 approved executing agency.

The officer-in-charge from Municipality shall indicate a particular timing during a day when no solid wastes of any kind should be available in the area at the said time. The executing agency shall provide all necessary labor, vehicles and other necessary T & P articles including safety devices for the health and safety of the laborer's engaged as may be required for the job and as per direction of the Officer-in-charge. In case of non-compliance of above by the executing agency, Municipality reserves the right to close the contract any time within the specified period of contract with one month notice served to the agency from Municipality.

3. DISPOSAL OF DEAD BODIES

- a. All animal dead bodies will be disposed properly at designated site, after receiving the requisition letter from public/official, the sanitation workers engage by service provider will dispose the dead bodies. A suitable incentive will be given to the sanitation workers those are be engaged for

this burial purpose at the end of the month once the agreement is done. The service provider will submit the muster roll duly certified by Sanitary In-charge or Executive Officer along with the

- a) Big Cow/Ox
- b) Calf
- c) Dog
- d) Any other big animals

4. Apart from the above (1-3) the agency will be required to engage extra manpower in other sanitation works as may be instructed by the Puri Municipality during special occasion which shall be reimbursed.

5. Collection & Transportation of solid wastes

The solid wastes collection to be collected from different source & different places inside the specified area as mentioned under points 1-4, shall have to be suitably loaded into transporting vehicles such as tractors, LCVs, Pushcarts as per requirement and shall have to be transported to the different MCC/MRF/ approved dumping yards identified by the Officer-in-Charge of Municipality., and the solid wastes will be unloaded by the agency at these sites.

The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be borne by successful bidder as.

The Municipal Solid Waste inter-alia in this regard shall include the following.

- i. Garbage arising from street sweeping and cleaning of drains.
- ii. Garbage from roadside dustbins.

- iii. Garbage from household, Hotel, Lodge, Temples, Dharmasala and any other commercial or spiritual institution
- iv. Garbage accumulated at temporary collection points identified by Puri Municipality
- v. Garbage generated from bush and grass cutting from road side bushes and conservancy lanes.
- vi. Any other waste as would be decided by the Municipality from time to time
- vii. During Local festivals, National Day Celebration or V.I.P program, Special Cleaning work and spreading of bleaching/lime stone shall be made by the Agency as per instruction of the Municipal Authority/Sanitary Inspector of this Municipality.
- viii. In the case of emergency i.e cyclone etc Special Cleaning and essential sanitation work shall be required and the agency will comply with the instructions of the Puri Municipality in this regard.
- ix. Wastes generated from Road sweeping & Drain cleaning shall have to be collected separately (Wet & Dry) for transportation to the designated MCC/MRF/Dumping Yard on daily basis
- x. The services shall be provided on all days of the week, irrespective of any National Holidays, Festivals or local holiday.
- xi. Collection and transportation of the MSW shall be made by means of Pushcart, LCV & Tractors or any other vehicle regularly.
- xii. The C&D waste will be collected and Transported to the C&D Plant /land fill site as authorized by Puri Municipality.

xiii. The operator should make payment to the sanitation workers in the 1st week of every month for providing uninterrupted services without depending on release of payment from PMU.

xiv. The details of sanitation workers required for engagement in different wards for various sanitation activities are as follows

Sl No	Name of CD	Categories of Staffs	No. of Staffs	Total
1	CD-1	Sweeper	70	100
		Drain Cleaner	15	
		Gang	5	
		Loader	10	
Total			100	

The agency can maximum engage above said man power and shall required to keep back up personnel so as to ensure that the sanitation position in the wards found to be clean throughout the day.

The agency will deploy the extra staffs whenever required as desired by Puri Municipality.

6. Supervision and monitoring :

The service provider agency will ensure daily monitoring of the sanitation activities conforming to quality ,quantity, frequency and order as instructed by the Puri Municipality under the Supervision Team constituted by the Puri Municipality. Towards this the agency will engage its own resources. Daily reporting to the authorized in-charge of Puri Municipality for CD 1 in the prescribed format will be required after signing of the agreement . The agency will suitably represent itself in all review/planning and other meetings convened for sanitation purpose.

7. TOOLS AND PLANTS

- a) The tools and plants like Pushcarts, tractors etc to be engaged by the agency.
- b) The agency to provide Bleaching, phenyl ,lime powder, disinfectants and other chemicals for use in garbage handling and storage which has to be used per requirement.
- c) The agency shall deploy adequate equipment's, vehicles for collecting of road sweeping waste, secondary dumping points, GVPs in a segregated manner through compactors/dumper placers/TATA ACE/Tractors, Tools & Tackles, Manpower (Workers, Drivers, Helpers, Supervisors).
- d) The Tools like crowbar, knife, shovel, spade, Bamboo Basket, Coconut broom, Gloves, shoes, uniform & Helmet and other Personal Protection Equipment etc will be borne by the agency.

8. MATERIAL RECOVERY FACILITIES

All the dry waste collected separately are to be transported to the MATERIAL RECOVERY FACILITIES,(MRF) unless otherwise authorized by Puri Municipality .

9. COLLECTION AND TRANSPORTATION OF CONSTRUCTION AND DEMOLITION WASTE

The service provider will collect the construction and demolition waste as per instruction of Executive Officer, Puri Municipality and transport such waste for filling of low land area or to the C&D plant as per instruction of Executive Officer, Puri Municipality.

10. PROVISION OF PERSONAL PROTECTION MEASURE FOR SANITATION WORKER

The service provider will provide the personal protection equipment's to the sanitation worker engaged by their farms such as Hand Gloves, Gum Boots, Masks, Umbrella, sanitizer (Soaps), Rainy Coats etc will be provided to the sanitation worker every month by service provider, The agency shall ensure that none of the worker engaged appear without personal protection equipment/measure during work.

11. PROVISION OF PHOTO-ID AND UNIFORM OF SANITATION WORKER

The sanitation workers engaged by the service provider must wear personal Photo ID daily issued by the service provider. The service provider will also provide a pair of Apron and Dress Uniform as suggested by Puri Municipality, to the sanitation worker. The sanitation worker having no Photo Id or Uniform will be disallowed to perform the duty on that day.

12. CITIZEN GRIEVANCE REDRESSAL

A complain register as per the Performa given by the Executive Officer, Puri Municipality, will be maintained by the bidder. The complaints received from the public as well as the instructions given by Sanitary in charge, Municipal Engineer, Executive Officer and Chairperson/Administrator, Puri Municipality will be noted down in that register. The complaints received from the public will be addressed by the service provider at the earliest possible

- a) Disposal of dead body (of animals like cow/dog/bull etc.: Immediately
- b) Cleaning and Sweeping : Immediately

- c) Lifting of Waste : within 01 hours
d) Cleaning of drain : within 04 hour

4. Eligibility Criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Bid, a bidder shall fulfil the following conditions of eligibility.

Applicants must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

GENERAL

- Should be registered under the Indian Societies Act / Indian Trust Act / Indian Religious and Charitable Trusts Act / or as a not-for-profit Company under the Companies Act or the relevant state Acts for at least five years as on the 31st March 2019. The detailed should be submitted with the Technical bid of tender document with self-attestation.
- The bidder should be in operation in the field & Should have prior experience in engagement with Govt. sector like Municipal Corporation, Municipality and other Govt. Office, and Public sector Department, and should have Labour license, EPF and ESI registration for at least 200 man power for Sanitation Work. The Proof of experience and others should be accompanied with the Technical bid of tender document

The bidder must have successfully completed at least 5-year experience in similar urban projects, which Proof of experience should be accompanied with the Technical bid of tender document.

- Neither the Head of the Company/ Trust/ Society/ Agency/ NGO/ firms Institution, nor any employee of the Agency etc., should be a Govt. /Semi Govt. employee or the employee of any Govt.-undertaking in any (casually/ contractually directly or indirectly)
- The bidder must have completed at least 1 assignment management of sanitation work in urban area and supply of manpower of project cost of minimum INR 1.5Cr within the 3 years preceding the proposal due date.
- The bidder shall furnish an affidavit stating that it will ensure timely release of minimum wages to the sanitation workers, preferably in the 1st week of each month without depending upon the release of payment from PMU so as to ensure no interruption in providing sanitation services to the holy city. It will also state that all the workers to be employed will have subscription to EPF & ESI.
- If any criminal cases are pending against the bidder at the time of submitting the bid, then the bid shall be summarily rejected. The bidder shall submit an affidavit in negation of the above.
- **Financial eligibility:**

The bidder should have an annual average turnover of INR 20.00 Cr duly certified by chartered accountant during last 3 (three) financial

years ending 31.03.2024(i.e:-2021-22,2022-23,2023-24) in Annexed in Annexure V

5. Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria shall qualify for financial bid opening. The lowest bidder (L1) will be the preferred bidder.

The financial proposal will be opened in the presence of the Bidder/ their representatives. The Financial Proposal with the Lowest Cost shall be marked as the First Rank Applicant while the next lowest Financial Proposal shall be marked as the Second Rank Applicant and so on. If the financial quotation is found to be equal for two or more no. of bidders, then it will be decided based on result of the lottery in presence of the bidders or their representatives.

6. Tender Document Fee

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of "Executive Officer, Puri Municipality, Puri" payable in Odisha for INR 15,000/- (Rupees Fifteen Thousand Only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

7. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft from any scheduled commercial bank in favor of "Executive Officer, Puri Municipality, Puri" payable in Odisha for **INR 50,000/- (Rupees Fifty thousand only)** is to be

furnished by the bidder along with the Technical proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. In case of MSME/NSIC firms (specific for waste cleaning and management) exemption of EMD will be allowed, but no exemption will be allowed on Tender Paper Fee. No adjustment of EMD with respect to other works previously lying with the authority is allowed. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between the Authority and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be adjusted in the performance security deposit. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned

8. Performance Security against the service

Within 7 (Seven) days of the receipt of LOA from employer the successful Bidder shall furnish the Performance Security for an amount equal to 5 % of total project cost in the shape of Bank Draft/Bank Guarantee, in favour of the Executive Officer, Puri Municipality. The BG shall be as per Performance Security Format at Annexure VII. The Performance security BG shall be valid till 3 months beyond the contract Completion date.

In the event of request from the successful bidder, the Earnest Money Deposit can be adjusted towards the

performance security and the rest amount is to be paid in shape of bank draft/bank guarantee in favour of Executive Officer, Puri Municipality within the stipulated period.

Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract within the stipulated time shall constitute sufficient grounds for the annulment of the award/LoA, rejection of the bid and forfeiture of the EMD. In such an event the bidder will have no claim on the employer and employer has the option of considering the next lowest qualified have no claim on the employer and employer has the option of considering the next lowest qualified Bidder for negotiation & award.

9. Validity of Bid

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

10. Disputes

All legal disputes are subject to the jurisdiction of Courts in Puri only.

- a) The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach

of contract.

- b) The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Puri Municipality. The Municipality shall have no liability in this regard.
- c) The Service Provider shall also be liable for depositing all taxes, levies etc. on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Municipality as and when required.
- d) The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Municipality or any other authority under Law.
- e) The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Municipality.
- f) In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Municipality is put to any loss / obligation, monetary or otherwise, the Municipality will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

11. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by the Authority will be hosted only on the websites site <https://purimunicipality.nic.in> & www.puri.odisha.gov.in

It shall be deemed that by submitting the Proposal, the Agency has:

- a) made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism
- b) received all relevant information requested from The Authority
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of the Authority;
- d) satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e) agreed to be bound by the undertaking provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Authority.

12. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Authority reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The Authority, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit sufficient information as being asked for

13. Pre-Proposal Meeting

Bidders requiring any clarification on the selection process may send their queries to the Authority via email prior to the Pre-Proposal Meeting.

The queries shall be sent before the pre-proposal meeting to **purim.hud@nic.in** and **purim.hud@gmail.com**

The **Pre-Proposal Meeting** will be held in the office chamber of Executive Officer, Puri Municipality, Puri at the time and date mentioned in the Bid Schedule at point no14. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting and technical/financial openings for the said project.

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The responses will be sent by e-mail. However, the Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

14. Bid Schedule

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of RFP	27.9.2024
2	Last date of receiving Queries through the mail(purim.hud@nic.in) & purim.hud@gmail.com	07.10.2024
3	Site visit and Pre-proposal meeting at chamber of Executive Officer Puri Municipality, Puri	08.10.2024
4	Replies to the queries & issue of addendum, if any	09.10.2024
5	Last Date of submission of Proposals through Speed / Regd. Post	22.10.2024 till 5.00 PM
6	Opening & Evaluation of Technical Bid at chamber of Executive Officer Puri Municipality, Puri	23.10.2024 at 11.00 AM
7	Opening of Financial Bid	24.10.2024

15. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

- **Part-A-** Technical Proposal as per the Format attached in the Annexure-I,II,III, IV,V of this RFP
- **Part-B-** Properly sealed Financial Proposal in the specified format as per Annexure VI of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

Part-A:
Technical proposal for

“Selection Of An Agency For Execution & Management Of The Sanitation Work And Supply Of The Sanitation Workers In Conservative District 1(Ward 3,4,5,6,8) Of Puri Municipality, Puri”

Part-B:

Financial Proposal for

“Selection Of An Agency For Execution & Management Of The Sanitation Work And Supply Of The Sanitation Workers In Conservative District 1(Ward 3,4,5,6,8) Of Puri Municipality, Puri”

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

“Selection Of An Agency For Execution & Management Of The Sanitation Work And Supply Of The Sanitation Workers In Conservative District 1(Ward 3,4,5,6,8) Of Puri Municipality, Puri”

The **Bidder's** Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Authority at the following address:

**To
The Executive Officer,
PURI MUNICIPALITY, Puri
Near Collectorate Office Puri, Odisha.-752001**

Note:

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then the Authority will assume no responsibility for the tender's misplacement or premature opening.

Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

16. Documents to accompany the proposal:

PART - A (Technical Proposal)

The bidder must submit the following particulars/documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- a.** Covering Letter and Details of Applicant as per Annexures I and II, respectively.
- b.** Non-refundable Document Purchase Fee of INR. 15,000/- (Rupees fifteen Thousand Only) (including GST) in the form of Demand Draft payable in favor of "Executive Officer, Puri Municipality, Puri" payable in Odisha drawn on any scheduled commercial bank.
- c.** Refundable Earnest Money Deposit of INR. 50,000/- (Rupees fifty Thousand only) in the form of a Demand Draft in favor of "Executive Officer, Puri Municipality, Puri" payable in Odisha drawn on any scheduled commercial bank.
- d.** The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- e.** Annual Financial Statements for the last three Financial Years or a Certificate duly certified by Chartered Accountant indicating the Operating Annual Turnover for the mentioned years.
- f.** All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner. All the pages should be numbered clearly.
- g.** The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.

- h.** Proof of work experience of similar nature (as mentioned in 4.1.a) in the form of Work-Orders, Agreement, clearly indicating the project cost and scope of the work and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III. if the above mentioned document found missing in the bid document submitted by the bidder then that project will be not taken into consideration.
- i.** The Agency failing to submit all the specified documents shall be summarily rejected.
- j.** Copy of Valid PAN & GST
- k.** Copy of the I.T. Return filed for the last three financial years;
- l.** Copies of E.P.F. and E.S.I. Certificates for minimum 200 number of labour
- m.** Valid Labour License for minimum 200 number of labours
- n.** Copy of the Service Tax Registration Certificate.
- o.** They should have their own Bank Account

PART - B (Financial Proposal)

The bidder must submit the Financial Proposal in the format provided in Annexure VI.

17. Amendment / Modification

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be

circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date..

18. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach Authority at the address, time and date specified in the RFP through Speed / Regd. Post. If the specified date for the submission of proposal is declared as a holiday for the authority the proposal will be received up to the appointed time on the next working day.

19. Late Submission

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

20. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by the Authority.

21. Bid Opening Date

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**Chamber of Executive Officer, Puri Municipality, Puri
Near Collectorate office, Puri**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at

the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

22. Award of Assignment

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.

23. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA and deposit of the Performance Bank Guarantee. The successful bidder shall not be entitled to seek any deviation in the Agreement. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Municipality will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Municipality by the persons deployed, the same shall

be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

24. Commencement of Assignment

The selected Agency shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

25. Termination

a. Termination by PURI MUNICIPALITY

Puri Municipality may terminate this Contract due to any of the following events of default by the Bidder

The Bidder has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.

- a. Any representation made or warranties given by the Bidder under this Contract is found to be false or misleading.
- b. The bidder has been adjudged as bankrupt or become insolvent.
- c. The BIDDER has created any encumbrance, charges or lien in favour of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.
- d. A resolution for voluntary winding up has been passed by the shareholders/partners of the BIDDER.
- e. Any petition for winding up of the consultant has been admitted and liquidator or provisional liquidator has been appointed or the consultant has been ordered to be wound up by court of competent

jurisdiction, except for the purpose of amalgamation or reconstruction with the prior consent of PURI MUNICIPALITY, provided that, as part of such amalgamation or reconstruction and the amalgamated or reconstructed entity has unconditionally assumed all surviving obligations of the BIDDER under this Contract.

- f. It has been proved beyond reasonable doubt that consultant has been party to or has allowed any unlawful activity during the Contract Period;
- g. The BIDDER has abandoned the Project. PURI MUNICIPALITY's reserves the right to terminate the Contract with a prior notice period of at least 30 days to the BIDDER.
- h. If the agency ceases to work at any time within contract period, the security deposit is liable of forfeiture and authority may impose additional penalty as deemed fit.

b. Termination for Force Majeure

The Contract may be terminated due to Force Majeure Reasons.

c. Consequences of Termination

- (i) Without prejudice to any other consequences or requirements under this Contract or under any law, the following consequences shall follow upon expiry of the Contract Period by efflux of time or due to a Force Majeure Event or the BIDDER's Event of Default. However, if the Contract is terminated due to BIDDER Event of Default, then the PURI MUNICIPALITY may forfeit the Performance Security.
- (ii) Applicable Permits: The consultant shall, at its own cost, transfer to PURI MUNICIPALITY all such Applicable Permits, which the PURI MUNICIPALITY may require, and which can be legally transferred.

(iii) The Parties shall perform/discharge their respective obligations to be performed or discharged under the provisions of this Contract on the termination in entirety.

d. Rights of PURI MUNICIPALITY on Termination

Notwithstanding anything contained in this Contract, PURI MUNICIPALITY shall not, as a consequence of Termination or otherwise, have any obligation whatsoever including but not limited to obligations as to compensation for loss of employment, continuance or regularization of employment, absorption or re-employment on any ground, in relation to any person in the employment of or engaged by the BIDDER in connection with the Project.

26. Payment Structure

- a) 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.
- b) The bill for month shall be paid after submission of bill and statutory payments of statutory dues such as EPF, ESI etc for the current month.
- c) The price as quoted by the service provider shall remain unchanged during the contract period but in case of revision of minimum wages by Govt. of Odisha the same will be applicable to the service provider and will be paid to the contractor by the ULB.

- d) 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.

27. **PRICE ESCALATION**

All the payment to the worker should be done as per rate latest notification of the labour Commissioner, Odisha, Bhubaneswar. Price escalation will be considered on the occasion of hike of minimum wages price as per Labour Deptt. Circulars only . Price escalation in case of extension beyond contract will be considered reasonably on negotiation basis.

28. **PENALTY**

(i) In case the agency fails to commence/execute the work as stipulated in the agreement or performs unsatisfactorily or does not meet the statutory requirements of the contract, Executive officer reserves the right to impose the penalty or cancel the agreement.

(ii) **OTHER PENALTY CLAUSE*****

In case of agency fails to commence / execute the work in the following areas, Municipality reserve the right to impose the penalty as detailed below.

Sl.No	Penalty for the following Component	Penalty
1	If found not keeping Photo ID	Rs. 50/- per person per day.
2	Worker not found in proper uniform & without PPE	Rs. 50/- per person per day.
3	Indulging in smoking/drinking alcohol	Rs. 500/- Substance abuse or any other mis-Conduct during duty hour

		(The offence mentioned above will need to be Established)
4	Non-removal of waste from collection point	Rs. 500/- per point
5	Non-performance regarding waste collection by tri-cycle or any vehicle	Rs.1000/- per push cart/BOV/any other vehicle per day
6	Absence of worker	daily wage per person per day
7	If any person is found performing duty by submitting a fake name address	Rs. 500/- per person per day, In addition legal action shall be taken against the provider.
8	. Strike of sanitation worker:	Rs.20000/-+Wages of all the sanitation worker of the same day.

29. Team Composition:-

The bidder shall provide the following listed manpower

Sl No	Name of CD	Categories of Staffs	No. of Staffs	Total
1	CD-1	Sweeper	70	100
		Drain Cleaner	15	
		Gang	5	
		Loader	10	
Total			100	

The Puri Municipality has fixed the minimum payment to be made to the manpower and shall be calculated as detailed here under:

SL NO	No of Sanitation workers to be engaged (Unskilled)	Total Number of Drivers to be engaged (Skilled)
1	Minimum Wages As per labour laws prevailing in the state of Odisha	Minimum Wages As per labour laws prevailing in the state of Odisha for skilled labour
2	EPF	EPF
3	ESI	ESI
4	Service Charge between 3.85 to 7 of quoted price on total	Service Charge cost between 3.85 to 7 of quoted price on

	above with proper justification	total above with proper justification
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Note : Any revision in the minimum wages rates will be applicable from the day of application during the project period. Other costs such as cleaning equipments, PPE, Consumable items etc shall be quoted separately.

33. Check List of Submissions: In official letter pad

S.N.	Particulars	Submission by Bidder Yes/ No/ NA	Page No
Technical Proposal consist of following documents and should be packed in Separate sealed envelope			
1	Tender Document fee of Rs. 15,000/-		
2	EMD of Rs. 50,000/-		
3	Self-declaration of non-blacklisting (On official Letter pad)		
4	Annexure -I Covering Letter (On official Letter pad)		
5	Annexure -II Details of Applicant(On official Letter pad)		
6	Annexure -III Format for Project Data Sheet (On official Letter pad)		
7	Annexure -IV Power of Attorney (On official Letter pad)		
9	Annexure -V Financial Capability of Bidder (On official Letter pad)		
Financial Bid in separate sealed packet			
10	Annexure -VI Financial Proposal (On official Letter pad)		

All the documents submitted by the bidder should be numbered page wise and all the document will be verified as per the page No. indicated in the checklist.

Annexure- I

Covering Letter

(On the official Letterhead of the applicant)

To,

Date:

**The Executive Officer,
Puri Municipality,
Puri**

Ref: Selection of agency for Execution and management of the sanitation work and supply of the sanitation worker in Conservative District 1 (Ward-3,4,5,6,8) at Puri Municipality, Puri

1. With reference to your RFP document _____, dated _____, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our "**Selection of agency for Execution and management of the sanitation work and supply of the sanitation worker in Conservative District 1 (Ward-3,4,5,6,8) at Puri Municipality, Puri**" for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest

extent permitted by applicable law, our right to challenge the same on any account whatsoever.

6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
 - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which

relates to a grave offence that outrages the moral sense of the community.

10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer a EMD/BID Security of Rs. _____/- (Rupees _____ Only) to the Authority in accordance with the RFP Document.along with the tender paper cost of Rs. _____/- (Rupees _____ Only) to the Authority in accordance with the RFP
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right

of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.

18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

**Signature, name and designation
of the Authorized Signatory with
name and seal of Bidder**

Annexure-II

Sl.No	<u>Details of Applicant on official letter pad</u>			
1	Name of the Agency			
2	Details of the Demand Draft			
3	Tender paper Cost-Rs.15,000	Name of the Bank	date of issue	DD.No
4	EMD-Rs 50,000/-	Name of the Bank	date of issue	DD.No
5	Name of the contact Person			
6	Designation			
7	Address	Present address		
		Permanent address		
8	E-mail ID			
9	Fax Number			
10	Registration Number of the Company/Society etc			
11	If the Agency has a registered office in India(Yes/No):			
12	Full address of Registered Office in India			
13	If the agency has a corporate or Branch Office in Puri or Bhubaneswar?			
14	Full address of Registered Office in Puri or Bhubaneswar			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in Puri or Bhubaneswar			
17	EPF REGISTRATION No. With attached copy			
18	ESI REGISTRATION No. With attached copy			
19	PAN Card No			
20	GST No			
21	Average Annual Turnover(2021-22,2022-23,2023-24)			

Signature, name and designation of the Authorized Signatory with name and seal of Bidder

Annexure- IV
Power of Attorney

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the **"Selection of agency for execution & management of the sanitation work and supply of the sanitation workers in Conservative District 1 (3,4,5,6,8) at Puri Municipality, Puri"** (Project) proposed to be developed by the Department of Tourism including but not limited to signing and submission of all Bids/ Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/responses to the Authority, presenting us in all matters before the Authority, signing and execution of all contracts including the Event Management Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the Event Management Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 20__

For
.....

Accepted

_____ (signature)
(Name, Title and Address) of the Attorney

Note:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

Annexure V
Financial Capability of Bidder

Name of the Applicant:

Sl. No.	Particulars	2021-22	2022-23	2023-24
1.	Turnover			

Note:

1. Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 3 years.
2. The above data must be submitted by Applicant, duly certified by Statutory Auditor such as Chartered Accountant.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorized Signatory)

(with seal & registration no.)

Place:

Date:

Annexure VI

FINANCIAL PROPOSAL

To,

**Executive Officer,
Puri Municipality,
Puri**

Ref: "Selection of agency for execution & management of the sanitation work and supply of the sanitation workers in Conservative District 1 (3,4,5,6,8) at Puri Municipality, Puri"

We, the undersigned, offer to provide the agency services for the Selection of an agency for management of the sanitation work and supply of the sanitation worker at Puri Municipality, Puri in accordance with your Request for Proposal dated [Insert Date] and our Financial Proposal (For One season of Service) as per details mentioned below:

Sl No	Name of Work	Amount Excluding Taxes (Per Year)
1	execution & management of the sanitation work and supply of the sanitation workers in Conservative District 1 (3,4,5,6,8) at Puri Municipality, Puri	

N.B- Detailed break up of rate quoted such as number of man power, drivers, vehicles, equipments etc to be engaged or purchased to be given separately in financial bid with documentation.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,
Signature, name and designation of the
Authorized Signatory with name and seal of
Bidder

Annexure VII

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No. _____ Dated _____ or **Selection of agency for execution & management of the sanitation work and supply of the sanitation workers in Conservative District 1 (3,4,5,6,8) at Puri Municipality, Puri**, M/s _____ Address _____

[Herein after referred to as Bidder wishes to participate in the said tender and a Bank Guarantee for the sum of INR _____ [Rupees _____ valid for a period of _____ days (in words) is required to be submitted by the Bidder towards the Earnest Money Deposit.

1. We the _____ [Indicate the Name of the Bank] [Hereinafter referred to as 'the Bank'] at the request of the Bidder do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by Executive Officer, Puri Municipality, Puri an amount not exceeding INR _____ to the Executive Officer, Puri Municipality, Puri, without any reservation. The guarantee would remain valid up to _____ [date] and if any further extension to this is required, the same will be extended on receiving instructions from the Bidder on whose behalf this guarantee has been issued.
2. We the Bank do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Executive Officer, Puri Municipality, Puri stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Executive Officer, Puri Municipality, Puri by reason of any breach by the said Bidder of any of the terms or conditions or failure to perform the said Bid. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR _____ (in words).

3. We, the Bank undertake to pay the District Collector, Puri any money so demanded notwithstanding any dispute or disputes so raised by the bidder in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder shall have no claim against us for making such payment.
4. We, the Bank or our local branch in Puri, Odisha further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of the Executive Officer, Puri Municipality, Puri under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Executive Officer, Puri Municipality, Puri certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ (date) we shall be discharged from all liability under this guarantee thereafter.
5. We, the Bank or our local branch in Puri, Odisha further agree that the Executive Officer ,Puri Municipality, Puri shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Executive Officer, Puri Municipality, Puri against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Bidder or for any forbearance act or omission on the part of the Executive Officer, Puri Municipality, Puri or any indulgence by the Executive Officer, Puri Municipality, Puri to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.
6. We, the Bank further agree that this guarantee shall also be deposited in the Favor of the Executive Officer Puri

- Municipality, Puri when demanded by the Puri Municipality without any inquiry at our place of business in Puri, Odisha
7. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.
 8. We, the Bank or our local branch in Puri, Odisha lastly undertake not revoke this Guarantee during its currency except with the previous consent of the Executive Officer, Puri Municipality, Puri in writing.
 9. We, the Bank further agree that this guarantee shall also be invocable at our place of business in Puri, Odisha.

Dated _____ Day of 2021.

Witness (Signature, names & address)

For _____ [Indicate the name of Bank]

SEAL OF BANK

Notes:-

- A. The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.
- B. The above format will also be used for drawing bank guarantee for Performance Security Deposit.

ପୁରୀ ପୌରସଂସ୍ଥାର ଖାର୍ଚ୍ଚ ନଂ ୩, ୪, ୫, ୬ ଓ ୮ ର ପରିସୀମା ବିବରଣୀ

ପୁରୀ ପୌରସଂସ୍ଥା, ପୁରୀ

ଖାର୍ଚ୍ଚ ନଂ	ସମ୍ପୂର୍ଣ୍ଣ ପରିସୀମା ବିବରଣୀ	
୩	ଗଡ଼ନ୍ତି ଛକ ଠାରୁ ବନଦୁର୍ଗା ଗୋଛକାର ସାହି ଛକ, ସେଠାରୁ ଓଡ଼ିଆ ମଠ ଦେଇ ମଙ୍ଗଳାଘାଟ ରୋଡ଼ରେ ଫକିରଡ଼ଗରା ଛକ, ସେଠାରୁ ହାତିଶାଳ ଦେଇ ମୁଦୁଲି ଯାଗା, ସେଠାରୁ ବସେଳି ସାହି ସ୍କୁଲ ନିକଟ ନୀଳମାଧବ ଲେନ୍ ଦେଇ ଲୋକନାଥ ରୋଡ଼ରେ ଗାଣ୍ଡୁଆ ଚଉରା, ପଶ୍ଚିମ ଦ୍ଵାର ଦେଇ ଗଡ଼ନ୍ତି ଛକ । ଏହାର ସମସ୍ତ ଗୃହ ଏଥିରେ ଅର୍ଚ୍ଚିତ ।	ଉ: ଓଡ଼ିଆ ମଠ ଦ: ଲୋକନାଥ ରୋଡ଼ ପୂ: ଶ୍ରୀ ମନ୍ଦିର ପଶ୍ଚିମଦ୍ଵାର ପ: ନୀଳମାଧବ ଲେନ୍, ମୁଦୁଲି ଜାଗା
୪	ତାପଙ୍ଗ ଯାଗ ଛକ ମହାପ୍ରକାଶ ମଠ ପାର୍ଶ୍ଵରେ ହରି ବେହେରା ଘର ଛକ, ସେଠାରୁ ମହାସୁଆର ସାହି ଦେଇ ସଂକଟ ଯାଗା ହରଚଣ୍ଡି ସାହି ଛକ, ସେଠାରୁ ମାନସୁଂଚିଆ ଗଳିରେ ଗୁଡ଼ିଆ ସାହି ବାନାମ୍ବର ମନ୍ଦିର ପାର୍ଶ୍ଵରେ ମାଛ ହାଟ ଛକ, ସେଠାରୁ ଫଂରୁଆଡ଼ି ଯାଗା ରୋଡ଼ରେ ଗୋବିନ୍ଦ କୁଞ୍ଜ, ସେଠାରୁ ବରାହିଲେନ୍ ରାସ୍ତାରେ ନାଗାକୋଟ୍ ଛକ, ତଳୁଛ ସାହି ଦେଇ ବନଦୁର୍ଗା ଛକ, ସେଠାରୁ ମଣିକର୍ଣ୍ଣିକା ସାହି ରାସ୍ତାରେ ଲୋକନାଥ ରୋଡ଼ ଛକ, ଲୋକନାଥ ରୋଡ଼ରେ ବାନାମ୍ବର ମନ୍ଦିର ଛକ, ସେଠାରୁ ନାଗା ମଠ, ବାରବାଟି ଯାଗା ଦେଇ ତାପଙ୍ଗ ଯାଗା ଛକ । ଏହାର ବାମ ପାର୍ଶ୍ଵରେ ଥିବା ସମସ୍ତ ଗୃହ ଏଥିରେ ଅର୍ଚ୍ଚିତ ।	ଉ: ବାସେଳି ସାହି ଦ: ସଂକଟ ଯାଗା ପୂ: ଗୁଡ଼ିଆ ସାହି ପ: ପାରା ନୋଳିଆ ସାହି
୫	ସାନ ଓଡ଼ିଆ ମଠ ଛକର ସର୍ବମଙ୍ଗଳା ପାଠାଗାର ସାମ୍ନା ଦେଇ ଭଜଯାଗା ଛକ, ସେଠାରୁ ବଜେଇ ସାହି, ରଥ ସାହି ଛକ ଦେଇ ମିଶ୍ର ସାହି ଅଲେଇ ଛକ, ସେଠାରୁ ମିଶ୍ର ସାହି ରାସ୍ତାରେ ଟ୍ରେଡ଼ିଂ ପଡ଼ିଆ ଦେଇ ମଙ୍ଗଳାଘାଟ ସ୍କୁଲ ଛକ, ସେଠାରୁ ମଙ୍ଗଳାଘାଟ ରୋଡ଼ରେ ଯମୁନା ଗାଧୁଆ ତୁଠ, ସେଠାରୁ ସହର ସୀମା ନଦୀ କୁଳେ କୁଳେ ଲୋକନାଥ ଘାଟ ସେନାପତି ବଗିଚା, ସେଠାରୁ ମାନିଆ ମହାସୁଆର ବଗିଚା, କୃଷ୍ଣ ପ୍ରତାହାରୀ ବଗିଚା, ରାସ୍ତାରେ କହେୟା ଲାଲ୍ ବଗିଚା ଦେଇ ବଳିଆପଣ୍ଡା ରୋଡ଼ ମଦର ଟେରେସା ଛକ, ସେଠାରୁ ଷଷ୍ଠ ଜାଗା ପଛପଟ ଜମି ଖୁଂଚିଆ ଯାଗା ରାସ୍ତାରେ ହରଚଣ୍ଡୀ ସାହି ୟୁ.ପି. ସ୍କୁଲ ଦେଇ ଲୋକନାଥ ରୋଡ଼ ବାନାମ୍ବର ଛକ, ସେଠାରୁ ଲୋକନାଥ ରୋଡ଼ ନୀଳମାଧବ ଲେନ୍ ଭିତରେ ଗଣି ବାସେଳି ସାହି ସ୍କୁଲ ରୋଡ଼, ସେଠାରୁ ମୁଦୁଲି ଯାଗା ପାର୍ଶ୍ଵ ଦେଇ ଫକିର ଡ଼ଗରା ବଗିଚା, ମଙ୍ଗଳା ଘାଟ ରାସ୍ତା ଛକ, ସେଠାରୁ ସାନ ଓଡ଼ିଆ ମଠ ଛକ । ଏହାର ବାମ ପାର୍ଶ୍ଵରେ ଥିବା ସମସ୍ତ ଗୃହ ଏଥିରେ ଅର୍ଚ୍ଚିତ ।	ଉ: ଅଲେଇ ସାହି ମଙ୍ଗଳା ଘାଟ ରୋଡ଼ ଦ: କହେୟା ଭାଇ ବଗିଚା, ବଳିଆପଣ୍ଡା ରୋଡ଼ ପୂ: ମୁଦୁଲି ଯାଗା, ନିଳମାଧବ ଲେନ୍ ପ: ମଙ୍ଗଳା ଘାଟ ନଇ ସହର ସୀମା

ଖାତ୍ର ନଂ	ସମ୍ପୂର୍ଣ୍ଣ ପରିସୀମା ବିବରଣୀ	
୬	<p>ପ୍ରାଚୀ ହୋଟେଲ ଛକ ଠାରୁ ଲାଇଟ୍ ହାଉସ୍ ଛକ, ସେଠାରୁ ବଳିଆପଣ୍ଡା ଲୋକନାଥ ରୋଡ୍‌ରେ ମାନିଆ ମହାସୁଆର ବଗିଚା ଛକ, ସେଠାରୁ ସୁନାଥଳି ବଗିଚା ଦେଇ ଚୋଟା ଗୋପିନାଥ ବଗିଚା ଦେଇ ଖାସୁଯାଗା ହରଚଣ୍ଡୀ ଠାକୁରାଣୀ ଛକ ସେଠାରୁ ବେଙ୍ଗପାଣିଆ ଲେନ୍‌ରେ ମାନଖୁଟିଆ ଗଳି ସେଇ ଶଙ୍କଟ ଯାଗା ଛକ, ସେଠାରୁ ମହାସୁଆର ରାସ୍ତା ଦେଇ ହରଚଣ୍ଡି ସାହିର ତାପଙ୍ଗ ଯାଗା ରୋଡ୍‌ରେ ପାଳ ସାହି ଦେଇ ମହାବୀର ପୂଜାପଣ୍ଡା ବଗିଚା ଛକ ପାଖରେ ପାଣିକଳ ରୋଡ୍ ବାବ ଦାମୋଦର ରୋଡ୍ ମାନିଆ ମହାସୁଆର ବଗିଚା ଛକ ସେଠାରୁ ଥାନପତି ବଗିଚା ଦେଇ ସହର ସୀମାରେ ପ୍ରାଚୀ ହୋଟେଲ ଛକ ।</p>	<p>ଉ: ତିଆଡ଼ି ସାହି ଦ: ସମୁଦ୍ର ପୂ: ଶଙ୍କରାଚାର୍ଯ୍ୟ ମଠ ପ: ବିଧବାଶ୍ରମ</p>
୮	<p>ସମୁଦ୍ର କୂଳ ନଷ୍ଟର ଭିଲା ଠାରୁ ସମୁଦ୍ରକୂଳେ ସ୍ୱର୍ଗଦ୍ୱାର ସୁଲଭ ଶୈତାଳୟ, ସେଠାରୁ ହୋଟେଲ ନୀଳାଚଳ ସ୍ୱର୍ଗଦ୍ୱାର ଛକ ଦେଇ ଭାରତ ସେବାଶ୍ରମ ସ୍କୁଲ, ସେଠାରୁ ଗତି ମିଶ୍ର ଓକିଲଙ୍କ ଘର ଦେଇ ଦୁବେଇ ଯାଗା ପାର୍ଶ୍ୱ ବାଲି ରାସ୍ତାରେ ଲୁହାଗଡ଼ ଯାଗା ଦେଇ ଗୋପାଳ ଚାର୍ଯ୍ୟ ମଠ ଛକ, ସେଠାରୁ ତିଆଡ଼ି ସାହି ଛକ, ସେଠାରୁ ଶ୍ୟାମାକାଳୀ ମନ୍ଦିର ଦେଇ ବରାହି ଛକ, ସେଠାରୁ ଗୋବିନ୍ଦ କୁଞ୍ଜ ଛକ, ମାଛ ହାଟ ଦେଇ ଗୁଡ଼ିଆ ସାହି ମାନ ଖୁଟିଆ ଗଳି ଛକ, ସେଠାରୁ ବେଙ୍ଗପାଣିଆ ଛକ ଲେନ୍‌ରେ ହରଚଣ୍ଡି ମନ୍ଦିର ଛକ, ସେଠାରୁ କଣ୍ଠରା ସାହି କାମାକ୍ଷା ରାସ୍ତା ଦେଇ ଓଙ୍କାର ମଠ ସାମ୍ନା ରାସ୍ତାରେ ଗୌଡ଼ବାଡ଼ ସାହି ମାର୍କେଟ ଦେଇ ଅକ୍ଷୟ ଧାମ ପାର୍ଶ୍ୱ ଗଳିରେ ନଷ୍ଟର ଭିଲା ସମୁଦ୍ର କୂଳ ଛକ । ଏହାର ବାମ ପାର୍ଶ୍ୱରେ ଥିବା ସମସ୍ତ ଗୃହ ଏଥିରେ ଅର୍ଦ୍ଧଭୁକ୍ତ ।</p>	<p>ଉ: ପଂଚୁଆଡ଼ି ଯାଗା, ତଳୁଛ ସାହି ଦ: ବଙ୍ଗୋପ ସାଗର ପୂ: ଗୋପାଳଚିର୍ଯ୍ୟ ମଠ ପ: ଯମେଶ୍ୱର ମନ୍ଦିର, ଗୌଡ଼ବାଡ଼ ସାହି</p>


 କାର୍ଯ୍ୟ ନିବାହୀ ଅଧିକାରୀ
 ପୁରୀ ପୌରସଂସ୍ଥା, ପୁରୀ ।