



OFFICE OF THE PURI MUNICIPALITY, PURI



Letter No. 8920 Dated. 22.9.25

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Sealed quotations are invited from the intending agencies/firms having experience in sanitation activities for "Management & maintenance of cleaning activity at premises of main office, Health Office, Kalyan Mandap, Town Hall & Gadikhana under SWACHHA OFFICE PROJECT as per the terms & condition available in the website www.purimunicipality.nic.in & www.puri.nic.in .

The quotation paper along with terms & conditions shall be submitted to the Office of the Executive Officer, Puri Municipality, Puri on or before Dt. 09.10.2025 at 5 P.M. through Speed post/Regd. Post only. The Technical bids will be opened on Dt. 10.10.2025 at 12 PM 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.


22.9.25
Executive Office,
Puri Municipality, Puri

Memo No 8921 / Date 22.9.25

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


22.9.25
Executive officer,
Puri Municipality, Puri

Memo No 8922 / Date 22.9.25

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 Dt. 23.09.2025.


22.9.25
Executive officer,
Puri Municipality, Puri

Memo No 8923 / Date 22.9.25

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


22.9.25
Executive officer,
Puri Municipality, Puri

(49)

Memo No 8924/ Date 22.9.25

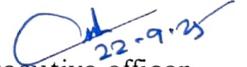
Copy along with copy of DTCN to the District E- Governance Manager Collectorate, Puri for information and necessary action. He is requested to upload the advertisement in the District website <https://puri.odisha.gov.in>.


22.9.25

Executive officer,
Puri Municipality, Puri

Memo No 8925/ Date 22.9.25

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 Dt. 10.10.2025 at 12 PM, being the purchase committee member.


22.9.25

Executive officer,
Puri Municipality, Puri

**TERMS & CONDITIONS FOR
CLEANING ACTIVITY AT THE PREMISES OF MAIN OFFICE, HEALTH OFFICE, KALYAN
MANDAP, TOWN HALL & GADIKHANA.**

(i) The sealed quotation should reach as per specification as given in Annexure 1 to the undersigned on or before 05 P.M. on Dt. 09.10.2025 which will be opened by the municipality on dtd. 10.10.2025 at 12 P.M in presence of the quotationer or there authorized agents in the office chamber of the Executive Officer, Puri Municipality, Puri.

(ii) The quotation must be accompanied with following self attested documents considered as minimum eligibility criteria, failing which the quotation will not taken into consideration.

1. Copy of the Registration certificate of the bidder.
2. Copy of the GST certificate.
3. Copy of the PAN
4. Copy of the valid Labour license
5. Copy of the EPF registration certificate
6. Copy of the ESI registration certificate
7. Audit report for last one year with minimum turnover of Rs.5,00,000.00.
8. Copy of the IT returns for last 01 year.
9. Should not be black listed from any work.
10. Work experience in any sanitation activity.
9. E.M.D. of Rs.50.000/ only in shape of DD pledged in favour of Executive Officer, Puri Municipality, Puri.

10. Paper cost of Rs.5000/- only in shape of DD in favour of Executive Office, Puri Municipality, Puri payable at Puri.

(iii) Evaluation Criteria

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

(i) Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned in Clause (ii).

(ii) Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as table no1 clause no-(iii). Only if a bid scores more than 60% marks in the technical evaluation (60) marks, its financial bid will be considered to be opened.

1. Table 1: Evaluation Criteria

Sl.no.	Parameters	Maximum Marks
1	<u>Annual turnover</u> <u>(one year not before 2024-25):</u> Rs.5 Lakhs – 10 marks, Rs.5 Lakhs to 10 Lakhs – 20 marks, More than Rs.10 Lakhs – 30 marks	30
2.	<u>Experience in sanitation activity projects</u> One Project – 10 Marks	30

	Two Project - 20 Marks More than Two Project - 30 Marks	(47)
4.	Technical Presentation (detailed presentation on deployment of number of man power, logistics to be utilized and how to conduct the cleaning activity regularly and during different events in all the locations)	40
	TOTAL	100

a. Technical Score: The total score obtained by the Bidder as per sub-point(1) above shall be the technical score (Ts) of the Bidder. The technical score shall be calculated for Bidders after the presentation and shall be out of 100.

b. Financial Score: The financial bid of the bidder would be opened after the Technical evaluation.

c. Combined and Final Evaluation: Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score(S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$Fs = (Fm / Fb) \times 100$$

$$S = Ts \times 0.7 + Fs \times 0.3$$

Where Fs = Financial Score of the bidder

Ts = Technical Score of the bidder

Fm = Minimum financial quote among the bidders

Fb = Financial quote of the bidder

S = Combined score of the bidder

2. Selection of Bidder:

The Bidder securing the highest combined score would be the Selected Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document. Further, the rate quoted by the selected bidder would be negotiable on mutual consent of both the parties as per the decision made by the tender committee.

Important points to Bidders

(iv) Bidders bidding in RFP shall quote in the financial bid for adequate no of staffs and supply of logistics (broom, mop, phenyl, PPE etc) by making assessment on actual requirement in the locations by visiting the sites well before finalisation of the RFP. Further, all staffs to be well conversant with the work.

(v) Besides, at the locations Town Hall and Kalyan Mandap different events are organised by the office itself or by the other parties from time to time. During such period the agency may engage extra manpower (if required) as per requirement with due approval from the Puri Municipality.

(vi) The agency may be terminated from its work for defaulting in its described work in the RFP, mis-behaving to officials or not following the instructions given by the office from time to time.

(vii) The work described in the RFP is to be valid for 3 years and work extension may be made depending on satisfactory work done certified by the committee formed by Puri Municipality or as decided by the Executive Officer, Puri Municipality.

(viii) The premises will be maintained by the agency by way of spreading lime, minimum two times daily and as per requirement of the authority in Special occasions/ festive days. The agency shall ensure availability of adequate cleaning materials such as broom, phenyl, mop, bleaching powder etc.

(ix) The staff so engaged shall be willing to stay full time in respective of shifts without any hesitation. Attendance of staffs engaged shall be maintained preferably through biometric system and same to be submitted during monthly submission of the bills.

(x) Quotation reaching beyond the stipulated date & time and without all required documents shall be liable for rejection and shall not be entertained.

(xi) E.M.D will be refunded to the unsuccessful quotationer after finalization of quotation and to the successful quotationer after completion of contract period.

(xii) The bidders should follow all the existing provision of law meticulously for providing Man power.

(xiii) The undersigned reserve every right to negotiate/reject/cancel any or all quotation without assigning any reason thereof.

(xiv) The bidder shall ensure payment of wages to the workers by 7th of each month irrespective of payment of bills from the employer and affidavit on the same to be submitted with the bidding documents. The bills of the work to be submitted by the successful bidder in 1st week of every month with proof of wage disbursement, EPF & ESI challans and attendance records and payment of the same to be made by 15th of every month by Puri Municipality.

(xv) The work of the agency shall be reviewed quarterly by a monitoring committee, and continuation of contract shall depend on satisfactory performance.

(xvi) Whereas, the above said work relates direct contact with human faecal sludge, so that all workers (core sanitation worker/sweeper/cleaner) engaged are enumerated under Garima.

(xvii) As per the gazette notification by Labour & ESI Department vide no 1033 on dated 5th july 2021 and H & UD Deptt. Letter no.13025 dated 27.07.2021, these workers (engaged for toilet cleaning) will come under Grade-II category & eligible for getting the minimum wages of skilled category and all statutory provisions as applicable.

(xviii) Revision of minimum wages time to time by L & ESI deptt. Shall be applicable to the agency & revised wages will be credited to the workers accordingly. No other revision of rate quoted in financial bid would be done during the agreement period.

(xix) The agency shall ensure that all payments including wages are made to the workers directly to their bank accounts, EPF & ESI deduction will be deposited in favour of the workers and its report submission to the concerned authority in every month. Any delay in crediting statutory dues (EPF/ESI) may result in penalty deduction from the agency's bill.

(xx) the agency shall ensure that all statutory provisios as applicable under Minimum wages Act, 1948, Employees Provident Act, 1952, Employees State

Insurance Act, 1948, Payment of Gratuity Act, 1972, Maternity Benefits Act, 1961, Payment Bonus Act, 1965, Payment of Wages Act, 1936, Contract Labour (R & A) Act, 1970, etc are provided to the worker as per the eligibility conditions prescribed under the said Acts.

(xxi) The newly appointed agency through tender process shall retain all the existing workers engaged for the said work unless no such major issues of Non-functional.

(xxii) The agency shall procure adequate standard Personal Protective Equipment(PPE) and safety device and provide the same to the sanitation workers as prescribed in the Garima scheme & guidelines and departmental instruction from time to time. The agency should be responsible for usage of PPE and safety devices by the workers.

(xxiii) The agency shall display the notices in English, Odia and local language spoken by the majority of the workers, regarding their entitlement to the minimum wage and allowances as prescribed by the Labour & ESI Department from time to time. Proof of display of such notices and payment of wages shall be made available to the concerned authority.

(xxiv) The agency will issue a formal letter of engagement to the workers engaged under him/her.

(xxv) The agency will have to furnish the details of each sanitation workers engaged in above said work to the authority, including name, address, designation, mobile number and emergency contact details. Any new hiring of sanitation workers by agency- either daily wager or contractual should be informed to the authority with relevant details to initiate the enumeration and training process as required.

(xxvi) In consultation with the authority, the agency shall ensure that the workers engaged by the agency undergo regular Health check-ups as per the Health SOP developed for the purpose and shared with the ULB vide this department letter no.6826 dated 27.03.2023 and administered vaccines as deemed appropriate.

(xxvii) The undersigned reserve every right to negotiate/reject/cancel any or all quotation without assigning any reason thereof.

(xxviii) The bidders to quote service charges from minimum 3.85% to maximum 7% of the total project cost in the financial bid. The service charges shall be firm for the contract period.

(xxix) The bidders shall submit 02 nos of envelop consisting Technical Bid and Financial Bid separately. The bidders successful in technical bid would called for presentation and after completion of presentation marking financial bid would be opened.

(xxx) During opening of Financial Bid if it is found the bidder has quoted deliberately low amount for acquiring the bid, the tender committee would be solely responsible for accepting or rejecting the bid.

1. Scope of Work

A. Daily

- (a) Sweeping of internal office premises (All Rooms/Toilets) with soft broom twice a day.
- (b) Sweeping of external office (all space inside the boundary wall) premises with hard broom once a day.
- (c) Cleaning internal office premises with wet mop by using branded disinfectant twice a day.

- (44)
- (d) Toilet cleaning with disinfectant of branded item twice a day.
 - (e) Collection and Removal of **wastage** on daily basis.
 - (f) Cleaning of Table & Chairs with wet cotton cloth dustbin and using Colin for cleaning of Computer and Officers chamber once in a day.
 - (g) Removal of waste paper from the office dustbin.
 - (h) Cleaning of entire building/stair case/chambers twice in a day.
 - (i) Daily stock taking of cleaning material such as liquid hand washes Dettol at common toilet/soaps/Odonil/Nephthalene/Phynile/Lizol replenishments shall take place instantly.
 - (j) Daily monitoring the health of all plants and greenescapes, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter at all locations by the gardener.(wherever plantation has been done in the said locations)

B. Weekly

- (a) Cleaning of cob webs/door curtains/Fans weekly once
- (b) Removal of herbs and shrubs in the vicinity of the official premises.
- (c) Removal of pebbles and stone in the vicinity of the official premises.
- (d) Washing of towels/door curtains.
- (e) Cleaning of doors and windows.

C. Special Occasion and Festive Day

- (a) Premises cleaning
- (b) Spraying of bleaching powder
- (c) Spraying of disinfectant

Executive Officer
Puri Municipality, Puri

Quotation of rate for Management and maintenance of Office premises(Financial Bid)

Sl No	Name of the article & specification	Rate in figure	Rate in Words
1	MANAGEMENT & MAINTAINANCE OF CLEANING ACTIVITY AT THE PREMISES OF MAIN OFFICE, HEALTH OFFICE, KALYAN MANDAP, TOWN HALL & GADIKHANA (MANPOWER ONLY TO BE QUOTED)		
2	LOGISTICS		
3	SERVICE CHARGES (3.85% TO 7%)		
Total			

*Note:- The bidders to provide detailed break up of Financial bid quoted.

Signature of the bidder