



OFFICE OF THE PURI MUNICIPAL CORPORATION, PURI



Letter No. 7077/ Dated. 19/06/26

Mail ID : purim.hud@nic.in

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REQUEST FOR PROPOSAL FOR "SELECTION OF AN AGENCY FOR OPERATION AND MAINTENANCE OF CESSPOOL VEHICLE FOR SEPTAGE MANAGEMENT UNDER PURI MUNICIPAL CORPORATION, PURI"

Puri Municipal Corporation invites Request for Proposal (RFP) for Operation and maintenance of Cesspool Vehicles for septage Management under Puri Municipal Corporation, Puri.

The details terms & conditions can be downloaded from the website puri.odisha.gov.in & pmcpuri.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 Commissioner, Puri Municipal Corporation, Puri on or before Dt. 10.7.26 at 05.00 PM through speed post/Regd. Post only. The Technical bids will be opened on Dt. 18.7.26 at 11.30 AM in the office chamber of the Commissioner, Puri Municipal Corporation, Puri.

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


Joint Commissioner,

Puri Municipal Corporation, Puri.

Memo No. 7078 Date. 19/06/26

Copy to office Notice Board/Head Asst./Gen & Misc. Section, Puri Municipal Corporation, 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. 20.6.2026.


Joint Commissioner,

Puri Municipal Corporation, Puri.

Memo No. 7079 Date. 19/06/26

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


Joint Commissioner,

Puri Municipal Corporation, Puri.

Memo No. 7080 Date 19/06/26

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>.


Joint Commissioner,

Puri Municipal Corporation, Puri.

Memo No. 7081 Date 19/06/26

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.


Joint Commissioner,

Puri Municipal Corporation, Puri.

Memo No. 7082 Date 19/06/26

Copy along with copy of DTCN to the Joint Commissioner/Asst. Commissioner /Municipal Engineer/ Health officer, Puri Municipal Corporation, Puri/ Addl. Executive Officer, (Finance), Zilla Parisada, Puri for information and necessary action. They are requested to attend during the tender opening on Dt. 18.6.2026 at 11.30 PM, being the Purchase/Tender committee member.


Joint Commissioner,

Puri Municipal Corporation, Puri.

Memo No. 7083 Date 19/06/26

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


Joint Commissioner,

Puri Municipal Corporation, Puri.





Ph. No. 222069 (CP), 222122 (E.O.)

REQUEST FOR PROPOSAL (RFP)

Title of Work

“Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation”

RFP No.: 7077/

Date: 19 / 06 / 2026

Issued By:


Joint Commissioner

Puri Municipal Corporation

District: Puri, Odisha – 752001

1. Introduction: -

Puri Municipal Corporation, one of the most prominent urban local bodies of Odisha, is a globally renowned pilgrimage and tourist destination witnessing a substantial influx of pilgrims and tourists throughout the year. Ensuring efficient sanitation services and scientific management of septage is therefore a critical priority for the Municipal Corporation.

In order to strengthen the septage management system and to ensure timely, safe, and efficient desludging services across all wards, Puri Municipal Corporation has procured and deployed a fleet of cesspool vehicles of varying capacities. However, for effective utilization, regular operation, and proper maintenance of these vehicles, it is essential to engage a professional and experienced agency.

Accordingly, Puri Municipal Corporation invites proposals from eligible agencies for operation and maintenance of cesspool vehicles to provide reliable septage collection and transportation services within its jurisdiction. The selected agency shall be responsible for deployment of manpower, operation of vehicles, routine maintenance, and ensuring uninterrupted service delivery as per municipal requirements.

The engagement shall be carried out in compliance with the provisions of Swachh Bharat Mission (Urban) and strictly adhering to the GARIMA Scheme guidelines of the Government of Odisha, ensuring safety, dignity, and welfare of sanitation workers and complete elimination of unsafe practices.

This Request for Proposal (RFP) outlines the scope of work, eligibility criteria, terms and conditions, and selection process for engagement of the agency through a transparent and competitive bidding process based on L1 (Lowest Financial Bid).

Key Details	
Particulars	Details
Name of Work	Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation
Authority	Puri Municipal Corporation
Method of Selection	L1 (Lowest Responsive Bidder)
Contract Type	Service Contract (Turnkey)
Contract Period	03 (Three) Years
Mode of Submission	Sealed Bid

2. Objective: -

Puri Municipal Corporation is a major Urban Local Body (ULB) of Odisha and a world-renowned pilgrimage and tourist destination, witnessing a continuous influx of pilgrims, tourists, and floating population throughout the year. This results in increased demand for sanitation services, particularly in the area of septage management.

A significant portion of the municipal area is dependent on on-site sanitation systems such as septic tanks and pits. Regular desludging and safe transportation of septage are therefore essential to prevent environmental pollution, safeguard public health, and maintain urban cleanliness.

To address this requirement, Puri Municipal Corporation has procured a fleet of cesspool vehicles of different capacities (3000 L, 1000 L, and 500 L) for providing mechanized septage collection and transportation services. However, effective utilization of these assets requires systematic operation, timely maintenance, and efficient service delivery, which necessitates engagement of a specialized agency.

Further, considering the unique urban fabric of Puri, including narrow lanes, congested settlements, and high-density tourist zones, the deployment and operation of these vehicles require careful planning, skilled manpower, and continuous monitoring.

In addition, the Government of Odisha has emphasized safe and dignified sanitation practices under the GARIMA Scheme, mandating complete elimination of manual scavenging and ensuring occupational safety, use of protective equipment, and welfare of sanitation workers. Compliance with these guidelines is a critical requirement in all sanitation-related operations.

In this context, Puri Municipal Corporation proposes to engage a competent agency for operation and maintenance of cesspool vehicles, ensuring efficient, safe, and sustainable septage management services in alignment with the objectives of Swachh Bharat Mission (Urban) and applicable state guidelines.

3. Details of Available Vehicles: -

Puri Municipal Corporation currently owns and operates a fleet of cesspool vehicles for septage collection and transportation within its jurisdiction. The details of the existing vehicles are as follows:

Sl. No.	Type of Vehicle	Capacity	Quantity
1	Cesspool Vehicle	3000 L	03 Nos
2	Cesspool Vehicle	1000 L	01 No
3	Cesspool Vehicle	500 L	02 Nos

Provision for Additional Vehicles

Puri Municipal Corporation reserves the right to add new cesspool vehicles to the existing fleet during the contract period based on operational requirements, increase in service demand, or expansion of coverage area. Any such additional vehicles shall be procured and owned by Puri Municipal Corporation. The selected agency shall be responsible for operation and maintenance of the additional vehicles under the same terms and conditions of this RFP, unless otherwise specified. The payment for operation and maintenance of such

additional vehicles shall be made on a pro-rata basis or as per mutually agreed rates, consistent with the financial bid submitted by the selected agency.

The vehicles shall be deployed across all wards of Puri Municipal Corporation, including narrow lanes and congested areas, as per requirement. The agency shall ensure maximum uptime and efficient utilization of all vehicles. Any downtime shall be minimized through timely maintenance and repair.

4. Scope of Work: -

The selected agency shall be responsible for operation, maintenance, and service delivery of cesspool vehicles owned by Puri Municipal Corporation for efficient septage management within its jurisdiction.

4.1 Operation of Cesspool Vehicles

- Deployment of required trained and licensed drivers and helpers for each vehicle. All deployed personnel shall be eligible with Garima Safety protocols and SER certification requirements.
- Operation of all cesspool vehicles (3000 L, 1000 L, and 500 L) for door-to-door desludging services as per municipal schedule and citizen demand through SUJOG portal only.
- Ensuring service delivery in all wards, including narrow lanes, by-lanes, and congested areas.
- Coordination with municipal officials for daily deployment and route planning.
- Maintaining trip schedules and ensuring timely response to complaints received from households and authorities.
- No septic tank desludging operation shall be undertaken unless deployment is authorized by the designated Municipal Supervisor/ Responsible sanitation authority through work assignment/ Command authorisation.

4.2 Septage Collection and Transportation

- Safe and hygienic suction, handling, and transportation of septage from septic tanks and pits.
- Transportation of collected septage to treatment site at Mangalahat STP treatment plant only as notified by Puri Municipal Corporation. GPS tracking and disposal verification at designated treatment facility shall be ensured for every trip.
- Strict prohibition of any unauthorized dumping or discharge.
- Ensuring no spillage, leakage, or environmental contamination during operation.

4.3 Maintenance of Vehicles

- Routine maintenance including servicing, cleaning, and upkeep of vehicles.
- Minor repairs and ensuring that all vehicles remain in operational condition with maximum uptime. The agency shall maintain all suction pumps, hoses, valves, fittings and allied operational accessories in safe working condition at all times.
- Immediate reporting of major breakdowns to the Municipal Corporation and ensuring timely rectification.
- Maintaining vehicle logbooks including fuel consumption, trips, and maintenance records.

- The agency shall maintain proper colouring/painting of vehicles as per GARIMA Guidelines/ as directed competent authority.
- The agency shall be held responsible for safe transportation and disposal of collected septage at designated STP/FSTP.
- The agency shall issue formal engagement letters to all deployed sanitation workers.
- No person below 18 years shall be engaged.

4.4 Manpower Management

- Engagement of adequate manpower including drivers and helpers for smooth operation.
- Ensuring that all core sanitation workers are adequately trained in mechanised cleaning operations, familiarized with standard operating procedures (SOP) for septic tank cleaning and certified as sewer entry professionals (SEPs).
- All deployed CSWS must be registered under the Garima scheme and possess valid GARIMA.
- Payment of wages (through online only), EPF, ESI, and other statutory benefits as per applicable labour laws.
- Ensuring discipline, proper conduct, use of PPE during working hours and uniform for all deployed personnel.
- Workers shall have periodic health checkups as per prescribed SOP

4.5 Compliance with GARIMA Guidelines

- 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, Cesspool desludging workers are Core Sanitation Workers of Grade-I category under Garima Scheme.
- Private Sanitation Service Organization (AGENCY) shall mandatorily pay the Core Sanitation Workers the Minimum Wages for Highly Skilled category as notified by the Labour & ESI Department from time to time and revision of wage will be applicable to the AGENCY. No other revision of rate quoted in financial bid would be done during the agreement period.
- The AGENCY shall pay Core Sanitation Worker "Risk & Hardship Allowance" (15% of their daily wages) in addition to their wages for the number of days they are engaged in cleaning of Septic tank, as notified vide H&UD Department Notification no 14368, Dated 13-08-2021 and published in the Odisha Gazette No. 1415 Dated 6-09-2021.
- The AGENCY shall ensure that all payments including wages are made to the Core Sanitation 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.
- State Government shall extend Life Insurance coverage for 10 lakhs to the Core Sanitation Workers (CSWs) of Grade-I under the Garima Scheme as per the H &UD Department notification vide letter no. 12951 dt. 09.06.2025 and letter no. 18750 dated 12.08.2025.
- It is mandatory for the AGENCY to ensure that each Core Sanitation Worker engaged by it is covered by accidental insurance. The premium for such insurance will be paid by the AGENCY. The AGENCY shall submit the copy of insurance document of each Core Sanitation Worker engaged by it to the Authority.

- The normal working hours for Core Sanitation Workers shall be six hours per day as notified by the State Government vide Gazette Notification No 1702 Dated. 7th May'2022.
- The newly appointed AGENCY through tender process shall retain all the existing core sanitation workers engaged for the cesspool desludging work unless no such major issues of Non-functional.
- 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.
- The AGENCY will issue a formal letter of engagement to the Sanitation Workers engaged under him/her.
- AGENCY will facilitate participation of Core Sanitation Workers in training or workshop, as and when organized by the Authority. Core Sanitation Workers must be adequately trained, be familiarized with the Standard Operating Procedures of cleaning of septic tanks and certified as Sewer Entry Professionals (SEPs). Only the Core Sanitation Workers who are certified as Sewer Entry Professionals can be engaged for both manual and mechanical cleaning purposes.
- The AGENCY will have to furnish the details of each Sanitation Worker 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 wagger or contractual should be informed to the Authority with relevant details to initiate the enumeration and training process as required.
- The AGENCY shall ensure all Core Sanitation Worker engaged by it are enumerated under Garima, registered and provided with Garima ID.
- In consultation with the Authority, the agency shall ensure that the Sanitation 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 are administered vaccines as deemed appropriate.
- The agency shall procure adequate standard Personal Protective Equipment (PPE) and safety devices 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 Sanitation Workers and deviation of same will be penalized as per the Garima guidelines.
- The AGENCY will ensure that no Core Sanitation Worker engaged by it undertake unauthorized entry into septic tank, soak pit, inspection chamber etc.
- In case of emergency, only the SEPs shall enter such confined spaces after written permission from the Responsible Sanitation Authority (RSA) and the Declaration by Sewer Entry Professional, as prescribed in H&UD Department Letter No.9363 dated 07.05.2021.
- The successful bidder/ AGENCY shall sign Memorandum of Agreement for Cleaning and Maintenance of Septic Tanks (Model Contract Agreement) as prescribed in H &UD department letter No.12076 dated 13.06.2023 along with agreement.
- 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 agency shall ensure that all statutory provisions 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 of 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.
- The Authority may ask for explanation/issue so cause notice to agency for any negligence in rendering the assigned service / discharging the responsibilities entrusted.
- The undersigned reserve every right to negotiate/reject/cancel any or all quotation without assigning any reason thereof.
- The successful bidder/agency shall mandatorily execute and abide by the nodal memorandum of agreement for cleaning and maintainance of septic tank as prescribed by H & UD Deptt., Govt. of Odisha and shall remain bound by all statutory obligations, annexuses SOPs, safety protocols, declarations, reporting formats and subsequent amendments issued there under from time to time.

4.6 Service Delivery and Citizen Interface

- Responding promptly to service requests assigned by the Municipal Corporation.
- Maintaining a citizen-friendly approach and proper behaviour during service delivery.
- Assisting Municipal Corporation in grievance redressal related to septage services. All assigned complaints of septic tank cleaning to be completed within 48 hours' maximum from assignment failing which penalty shall apply.

4.7 Record Keeping and Reporting

Maintaining daily records of:

- Number of trips
- Location of service
- Quantity of septage collected
- Submission of daily/weekly/monthly reports to the office in the format shared by Puri Municipal Corporation both hard & soft copy.
- Maintaining proper documentation for verification and audit.

4.8 Safety and Environmental Compliance

- Ensuring safe operation of vehicles without risk to workers or public.
- Avoiding any environmental hazards, including spillage or improper disposal.
- Following all applicable environmental and municipal regulations.
- Zero tolerance shall be maintained towards manual scavenging. Any violation shall result in immediate termination and legal action as per applicable laws.
- Notes- The agency shall be solely responsible for safety of workers and any accident arising out of negligence.

4.9 Support to Municipal Corporation

- Assisting in special drives, emergency situations, and high-demand periods (festivals, peak tourist seasons).
- Flexibility in deployment as per requirement of the Municipal Corporation.

4.10 Operation of Additional Vehicles

The agency shall also operate and maintain any additional cesspool vehicles procured by Puri Municipal Corporation during the contract period under the same terms and conditions.

4.11 Exclusivity of Service

The agency shall not use municipal vehicles for any unauthorized or private work. All operations shall be strictly under the control and supervision of Puri Municipal Corporation.

4.12 Special Assignments / Additional Works

The selected agency shall undertake special assignments / additional works as may be assigned by Puri Municipal Corporation from time to time, including emergency sanitation work, special drives, festival-related deployment, and other municipal requirements. Such assigned works shall be carried out by the agency free of cost in terms of service charges/manpower cost, and no additional operational charges shall be claimed by the agency for execution of such assignments.

For such specific assignments, Puri Municipal Corporation shall provide fuel only, limited strictly to the actual work carried out. The agency shall maintain and submit vehicle-wise logbooks, duly certified by the concerned municipal officer, clearly indicating:

- Date and time of deployment
- Location of work
- Number of trips
- Fuel consumption
- Nature of assignment

The fuel reimbursement/issuance shall be based strictly on the verified logbook entries and actual deployment. For all regular operation and maintenance works under the contract, fuel cost shall be borne by the agency, and the same shall be included/quoted in the Financial Bid.

4.13 Rural Area Service Provision

- Extend services to nearest adjoining rural areas as directed by Puri Municipal Corporation or complaint received through SUJOG portal.
- Bidder shall quote separate rate on per kilometre basis for such services in Financial Bid.
- Payment shall be made based on actual distance travelled and work done, duly certified by competent authority

5. Selection Method: -

The contract shall be awarded to the Lowest Responsive Bidder (L1) based on the Financial Bid submitted in accordance with the RFP. The evaluation shall be carried out in two stages:

- Technical Evaluation (Eligibility Check)
- Financial Evaluation (L1 Determination)

Technical Evaluation (Pre-Qualification Stage)

Bids shall first be examined to ensure submission of all required documents, compliance with eligibility criteria and acceptance of RFP terms and conditions. Only those bidders

who are found technically responsive shall be considered for financial evaluation. Technical responsiveness shall include compliance with GARIMA and safety provisions.

- The agency shall not sublet or outsource the work without prior approval.

Financial Evaluation

Financial Bids of only technically qualified bidders shall be opened. Evaluation shall be carried out on the basis of the lowest quoted rate (L1) for operation and maintenance of cesspool vehicles as per prescribed Financial Bid format. The bidder quoting the lowest total cost shall be declared as L1 (Lowest Bidder).

In case two or more bidders quote the same L1 price preference shall be given to bidder with higher relevant experience. If still tied decision shall be made by draw of lots / or as decided by competent authority.

Abnormally Low Bid (ALB) Clause

If a bid is found to be abnormally low, the authority may seek detailed justification and ask for cost break-up. If justification is not satisfactory the bid may be rejected. The bidder shall quote a realistic and workable price considering all operational requirements. Any attempt to quote unviable rates shall lead to rejection.

6. ELIGIBILITY CRITERIA

Bidders must meet the following minimum eligibility criteria to qualify for technical evaluation:

- a. The bidder shall be a registered proprietorship / partnership firm / company / agency. Valid GST registration certificate must be submitted.
- b. The bidder must have successfully executed and commissioned similar works such as:
 - Septage management / cesspool operation
 - Sewer / septic tank / soak pit cleaning
- c. The bidder shall have completed or ongoing works of similar nature minimum 02 nos. valuing not less than 30 Lakhs in any one financial year during the last 03 (three) years. The bidder shall submit work completion / performance certificates/ work orders issued by competent authority not below the rank of Executive Engineer / equivalent.
- d. The bidder shall have a minimum average annual turnover of Rs. 3crore during the last 03 financial years. The bidder shall submit a CA-certified turnover certificate (as per the format similar to the submitted document) along with audited financial statements.
- e. The bidder must have a valid empanelment certificate for cleaning of:
 - chambers
 - Sewer lines
 - Septic tanks
 - Soak pits

The certificate must be issued by any Government organization in Odisha within the last 03 years.

- f. The bidder must demonstrate availability or access to trained sewer entry professionals (SEPs) and submit proof of training/certification.
- g. The bidder must ensure that all sanitation workers engaged are registered under the GARIMA Scheme. The bidder shall submit minimum 05 (five) GARIMA ID cards of sanitation workers.
- h. The bidder must possess EPF Registration Certificate, ESI Registration Certificate and valid Labour License. Copies of all certificates shall be submitted with the technical bid.
- i. The bidder shall submit an affidavit stating that the firm has not been blacklisted by any Government / Semi-Government organization.
- j. The bidder shall submit list of trained CSWs/SEP.

The bidder shall submit all required documents as per RFP. Any false information or misrepresentation shall lead to disqualification. All supporting documents must be self-attested and valid. Puri Municipal Corporation reserves the right to verify documents and reject bids if found non-compliant.

7. Payment Terms: -

Payment shall be made to the Operator on a monthly basis, subject to satisfactory performance and certification by authorized officer of Puri Municipal Corporation. The Operator shall submit one consolidated monthly bill.

The Operator shall submit monthly bill by 7th (Seventh) of every month. Puri Municipal Corporation shall ensure verification, processing of bills and release of payment on or before 15th (Fifteenth) of the same month, subject to correctness and completeness.

The Operator shall ensure that wages of all workers are paid on or before 7th of every month. This shall be independent of payment release by Puri Municipal Corporation and not linked to bill clearance. The Operator shall submit along with each bill online wage payment statement and EPF & ESI deposit proof.

The Operator shall not stop, delay, or disrupt services on account of delay in payment from Puri Municipal Corporation. Service shall continue without interruption under all circumstances. Any disruption of service shall be treated as serious breach of contract and may lead to penalty or termination.

8. CONTRACT PERIOD

The contract shall be valid for a period of 03 (Three) Years from the date of commencement of work as mentioned in the Work Order / Agreement. The successful bidder shall commence the work within 07 (seven) days from the date of issue of Work Order or signing of Agreement, whichever is earlier. Failure to commence work within the stipulated time may lead to cancellation of award and forfeiture of EMD.

The contract may be extended for a further period of up to 02 (Two) Years, subject to satisfactory performance of the Operator, fulfilment of service standards, no major violations or penalties, approval of the competent authority of Puri Municipal Corporation. The extension shall be on the same terms and conditions, including rates and scope without any price escalation (except permitted statutory wage revision, if applicable).

9. PENALTY CLAUSES

To ensure efficient and uninterrupted service delivery, the following penalties shall be imposed for non-compliance with contractual obligations:

Sl. No.	Nature of Default	Penalty
1	Non-deployment of vehicle or required manpower	Rs. 2,000 per vehicle per day
2	Failure to attend assigned service / complaint in time	Rs. 5,00 per instance
3	Disposal of septage at unauthorized location	Rs. 10,000 per instance & repetition may lead to termination and blacklisting
4	Leakage, spillage, or unhygienic handling	Rs. 2,000 per instance
5	Non-use of PPE or unsafe working conditions	Rs. 2,000 per instance
6	Any incident of manual scavenging	Immediate termination with blacklisting & legal action
7	Breakdown due to negligence affecting service	Rs. 1,000 per vehicle per day
8	Failure to maintain or submit logbook	Rs. 1,000 per instance
9	Submission of false information	Rs. 5,000 per instance
10	Unauthorized/private use of vehicle	Rs. 10,000 per instance with recovery of cost
11	Failure to execute assigned special work	Rs. 2,000 per instance
12	Failure to provide service in rural areas as directed	Rs. 1,500 per instance
13	Deployment of non-SEP worker in septic tank work	Rs. 5000 per instance
14	Non- registration of CSW under GARIMA within 30 days of development	Rs. 5000/ per defaulting worker subject to maximum Rs. 25000/- in a month

If penalties exceed 10% of monthly payable amount, the Municipal Corporation may withhold payment/ issue show cause notice/ initiate termination of contract. Penalties shall be recovered from monthly bills of the agency or performance Security, if required. The decision of the Commissioner, Puri Municipal Corporation regarding imposition of penalty shall be final and binding.

10. TENDER DOCUMENT FEE & EARNEST MONEY DEPOSIT (EMD)

The bidder shall pay a non-refundable Tender Document Fee of Rs. 10,000.00 (Rupees Ten Thousand only). The Tender Document Fee shall be submitted Demand Draft in favour of Commissioner, Puri Municipal Corporation, payable at Puri from any Nationalised / Scheduled Bank. Bids submitted without Tender Document Fee shall be summarily rejected. The Tender Document Fee shall be non-refundable under any circumstances and shall not be adjusted against any other payment.

The bidder shall furnish an EMD of Rs. 1,00,000.00 (Rupees One Lakh only). The EMD shall be submitted in the form of Demand Draft in favour of Commissioner, Puri Municipal

Corporation, payable at Puri from any Nationalised / Scheduled Bank. Bidders registered as MSME / Startup (as per Government norms) may be exempted from EMD subject to submission of valid supporting documents. The EMD shall be forfeited in the following cases:

- Withdrawal or modification of bid during validity period
- Failure to sign agreement after award
- Failure to submit Performance Security within stipulated time
- Submission of false document

EMD of unsuccessful bidders shall be refunded after finalization of tender. EMD of successful bidder shall be released after submission of Performance Security.

11. PERFORMANCE SECURITY

The successful bidder shall, within 07 (seven) days from the date of issue of Letter of Acceptance (LoA) / Work Order, submit a Performance Security in favour of the Commissioner, Puri Municipal Corporation.

Since the present contract is demand-based in nature, the Performance Security shall be in the form of a fixed amount, and shall not be linked to the total contract value. The amount of Performance Security shall be Rs. 10,00,000.00 (Rupees Ten Lakh only), as determined by Puri Municipal Corporation.

The Performance Security shall be submitted in the form of Bank Guarantee issued by a Nationalized or Scheduled Bank in favour of Commissioner, Puri Municipal Corporation.

The Performance Security shall remain valid for the entire contract period plus an additional period of 60 (sixty) days beyond completion of the contract.

The Performance Security shall serve as a guarantee for satisfactory performance of the contract, compliance with all terms and conditions of the RFP, and adherence to applicable guidelines including GARIMA and SBM (U).

The Performance Security shall be liable for forfeiture, either wholly or partially, in the event of failure to commence work within the stipulated time, non-performance, breach of contract conditions, violation of safety norms, or termination of the contract due to default on the part of the agency.

Any dues, penalties, or damages payable by the agency to Puri Municipal Corporation may be recovered from the Performance Security.

The Performance Security shall be released only after successful completion of the contract period, subject to certification of satisfactory performance by the competent authority and adjustment of all dues, if any.

No interest shall be payable on the Performance Security deposited by the bidder.

Failure to submit the Performance Security within the stipulated time shall result in cancellation of the award and forfeiture of Earnest Money Deposit (EMD), and the contract may be awarded to the next eligible bidder

12. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

The bid shall be submitted through two-Envelope System (Technical & Financial Bid) in sealed physical form / as specified

The bidder shall submit:

- Envelope–I: Technical Bid
- Envelope–II: Financial Bid

Envelope–I: Technical Bid

The Technical Bid shall contain eligibility documents (PAN, GST, EPF, ESI), work orders/completion certificates, financial documents (turnover proof), Affidavit (blacklisting & criminal case), undertaking & declarations and all supporting documents as per RFP.

The envelope shall be clearly marked:

“TECHNICAL BID – Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation”

Envelope–II: Financial Bid

The Financial Bid shall contain duly filled BOQ (Annexure–V) signed and stamped.

The envelope shall be clearly marked:

“FINANCIAL BID – Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation”

Both envelopes shall be sealed separately. Both envelopes shall be placed in one outer envelope, properly sealed. The outer envelope shall be superscribed with:

“Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation – DO NOT OPEN BEFORE DUE DATE”

The complete bid shall be submitted at:

Office of the Commissioner
Puri Municipal Corporation
In front of Special Circuit House
VIP Road, Puri
Odisha – 752001

Bids must be submitted on or before the date and time specified in the RFP. Late submissions shall be rejected outright. Any queries or clarifications shall be submitted via email to purim.hud@nic.in & purim.hud@gmail.com. Queries shall be submitted within the stipulated time mentioned in the RFP. No queries shall be entertained after the deadline. Technical Bids shall be opened first in presence of bidders (if present) and Financial Bids shall be opened only for technically qualified bidders. The bid shall remain valid for a period of 120 days from the date of submission.

13. IMPORTANT DATES OF RFP

Sl. No.	Particulars	Date	Time
1	Publication of RFP / Tender Notice	20.06. 2026	10.00 AM Onwards
2	Start Date of Download of RFP	20.06.2026	10.00 AM Onwards
3	Last Date for Submission of Queries	30.06.2026	5.00 PM
4	Last Date & Time for Submission of Bids	10.07. 2026	5.00 PM
5	Opening of Technical Bid	18.07. 2026	11.30 AM
6	Opening of Financial Bid	To be intimated	
7	Issue of Letter of Award (LoA)	To be intimated	

14. Annexures

ANNEXURE-1

FORMAT FOR COVERING LETTER (TO BE SUBMITTED BY THE BIDDER)

To

The Commissioner
Puri Municipal Corporation In front of Special Circuit House
VIP Road, Puri
Odisha – 752001

Sub: Submission of Bid for “Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation”

Sir,

I/We, the undersigned, having carefully examined the entire Request for Proposal (RFP) document, including all terms and conditions, scope of work, eligibility criteria, and other provisions, hereby submit our bid for the above-mentioned work.

1. Acceptance of Terms & Conditions

I/We hereby declare that:

I/We have fully understood the RFP document and agree to abide by all terms and conditions without any deviation.

I/We accept that the work is turnkey and outcome-based and shall be executed as per the directions of Puri Municipal Corporation.

I/We confirm that:

I/We meet all eligibility criteria specified in the RFP. All required documents have been submitted along with this bid.

I/We agree that This bid shall remain valid for a period of 120 (One Hundred Twenty) days from the date of submission.

I/We declare that Our firm has not been blacklisted or debarred by any Government authority. No criminal case is pending against the firm or its partners/directors.

I/We undertake that We shall deploy required vehicles, drivers and loaders as per RFP. We shall ensure 100% waste collection and segregation. We shall comply with all statutory requirements including PF, ESI and labour laws.

I/We have submitted the Financial Bid separately in a sealed envelope as per RFP instructions.

I/We confirm that This bid is unconditional and free from any qualifications or conditions.

I/We certify that The person signing this bid is duly authorized to bind the firm legally.

I/We understand that Puri Municipal Corporation reserves the right to accept or reject any bid. In case of any false information, our bid may be rejected and action may be taken as per rules.

Details of the Bidder

Particulars	Details
Name of the Firm	
Registered Address	
Contact Person	
Mobile Number	
Email ID	
GST Number	
PAN Number	

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Firm: _____

Date: _____

Place: _____

(On the Letter Head of the Applicant)

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.10,000	Name of the Bank	Date of issue	DD. No
4	EMD-Rs 1,00,000/-	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 Bhubaneswar?			
14	Full address of Registered Office in Bhubaneswar			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in 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 (2022-23,2023-24,2024-25)			

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Firm: _____

Date: _____

Place: _____

Details of the Experience of the Bidder

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of workorder (In Indian Rupees)	
6	No. of manpower and vehicle supplied	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Scope of Service	
8	Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Assignment (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of Appointment Letters and Completion Letter	

Note: The work order, competition certificate of the project undertaken along with other relevant documents shall be attached with every project. Experience of only completed projects will be considered for evaluation.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Firm: _____

Date: _____

Place: _____

Financial Capability of Bidder

Name of the Applicant:

Sl.No.	Particulars	2022-23	2023-24	2024-25
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 Account.

Signed

Signature of CA/Statutory Auditors

(Name of the Authorized Signatory)

(with seal & registration no.)

Place:

Date:

FINANCIAL BID

Operation & Maintenance of Cesspool Vehicles – Puri Municipal Corporation**Part–A: Urban Area (Within Municipal Jurisdiction)**

(User charges collected by Municipal Corporation. Bidder to quote service charge per trip.)

Sl. No.	Type of Vehicle	Capacity	Maximum User Fee (Rs.)	Unit	Bidder's Quoted Service Charge per Trip (Rs.)
1	Cesspool Vehicle	3000L	1000	Per Trip	—
2	Cesspool Vehicle	1000 L	700	Per Trip	—
3	Cesspool Vehicle	500 L	500	Per Trip	—

Note: Service Charge per trip quoted by bidder shall not exceed maximum user fee

Part–B: Rural Area (Outside Municipal Limits)

(To be read with Part–A. Rural rate is additional over base urban service charge.)

Sl. No.	Description	Unit	Bidder's Quoted Rate (Rs.)
1	Additional charge for service beyond municipal limits (over and above urban rate)	Per KM	—

Important Clarifications:

- The rural rate shall be an incremental per km charge over the base rate quoted in Part–A. Payment for rural service shall be:

Urban Service Charge (per trip) + (Distance in KM × Quoted Per KM Rate)

- Distance shall be calculated based on actual distance travelled (to & fro applicable) and certified by municipal authority.
- Rate shall be inclusive of fuel, manpower, maintenance, and all other costs.
- Financial evaluation shall be primarily based on Part–A (Urban rates) for L1 determination. Part–B shall be considered for operational purposes and reasonableness.

I/We hereby certify that the above rates are inclusive of all costs and have been quoted after careful examination of the RFP document.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Firm: _____

Date: _____

Place: _____

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 “Engagement of Agency for Operation and Maintenance of Cesspool Vehicles for Septage Management under Puri Municipal Corporation”, M/s _____ Address ____ [Here in 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] [Here in after referred to as ‘the Bank’] at the request of the Bidder do here by unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by the Commissioner, Puri Municipal Corporation, Puri an amount not exceeding INR _____ to the Commissioner, Puri Municipal Corporation, 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 Commissioner, Puri Municipal Corporation, 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 Commissioner, Puri Municipal Corporation, 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 Commissioner, Puri Municipal Corporation, Puri any money so demanded notwithstanding any dispute or disputes raised by the bidder in any suit or proceeding instituted/pending before any Court or Tribunal relating there to, 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 here in 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 Commissioner, Puri Municipal Corporation, Puri under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Commissioner, Puri Municipal Corporation, 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 there after.
5. We, the Bank or our local branch in Puri, Odisha further agree that the Commissioner, Puri Municipal Corporation, 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 Commissioner, Puri Municipal Corporation, 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 Commissioner, Puri Municipal Corporation, Puri or any indulgence by the Commissioner, Puri Municipal Corporation, 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. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Bidder.
7. We, the Bank or our local branch in Puri, Odisha lastly undertake not to revoke this Guarantee during its contract period or its extension if allowed by the Authority, except with the previous consent of the Executive Office, Puri Municipal Corporation, Puri in writing.

We, the Bank further agree that this guarantee shall also be invocable at our place of business in Puri, Odisha

Dated _____ Day of 2026

Witness(Signature, names & address)

For _____ [Indicate the name of Bank]

Power _____ of _____ Attorney No. _____

Date: _____

SEAL OF BANK

Note: The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.

Commissioner
Puri Municipal Corporation, Puri