

VYASANAGAR MUNICIPALITY

TENDER PAPER

(TECHNICAL BID)

FOR

SANITATION MANPOWER,  
MECHENARY & TRACTOR

UNDER VYASANAGAR MUNICIPALITY

FROM WARD NO -01 TO 26

2025-26



# MUNICIPAL COUNCIL: VYASANAGAR

No..1461... //Dt...31.3.2026

## Detailed Tender Call Notice

- Name of the work : Sanitation Manpower & Machinery  
(Tractor) under Vyasaganar Municipality)
- E.M.D : Rs. 3,36,000.00
- AGENCY : Contractors registered under  
Company/Partnership/Proprietor Firm having  
experience in similar nature of work  
manually/mechanically
- Period of contract : 1 (One Years)
- Cost of Bid document : Rs. 10,000.00
- Available of Bid document : [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) &  
[www.vyasanagarmunicipality.in](http://www.vyasanagarmunicipality.in)
- Last Date of receipt of filled up bid document : 24.04.2026 up to 5.00 p.m.
- Date of Opening of Technical Bid : 27.10.2025 from 11.00 a.m.
- Date of Opening of Financial Bid : Will be Communicate by undersigned after  
evaluation of Technical Bid.
- Mode of Submission : By Regd. Post / Speed Post/ Courier Services only  
addressed to Executive Officer Vyasaganar  
Municipality, Jajpur road,  
Dist- Jajpur, Pin-755019, Odisha

  
Executive Officer  
Vyasaganar Municipality

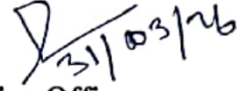
Memo No- 1462 /Dt. 31.3.2026

Copy submitted to The Director, I&P.R. Department, Govt. of Odisha, Bhubaneswar for kind information and necessary request to publish at least in 2nos of largest daily Odia Newspaper & one largest English daily newspaper with minimum size for One Day on or before dt. 01.04.2026.

  
Executive Officer  
Vyasaganar Municipality

Memo No-1463 /Dt. 31.3.2026

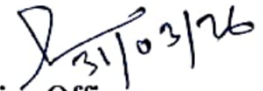
Copy submitted to the office Notice board collector & District Magistrate, Jajpu / sub-collector, jajpur/ ADM, Kalinganagar, Jajpur Road/ General Manager-cum-ILW, Watco, Cuttack/Executive Engineer,(R&B) Division ,Panikoili/Tahasildar,Vyasanagar/ Asst. Manager, Watco, Dala, Jajpur Road /Executive Engineer, NESCO, Jajpur Road /IIC, Nodal Police station, Jajpur Road/SDPO, Jajpur Road/Sub-Registrar, Jajpur Road. KNDA, Jajpur Road/ MD, Ferrochrome plant, Jajpur Road/DFO, Jajpur Road/OFDC, Jajpur Road/DD Mines Jajpur Road/Sale Tax Office, Jajpur Road/ Joint labour Commissioner ,Jajpur and they are requested to display the notice in their office notice board for wide publication.



Executive Officer  
Vyasanagar Municipality

Memo No-1464 /Dt. 31.3.2026

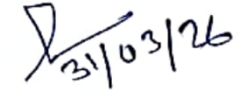
Copy to the Office Notice Board for Wide Publication /Advertisement Section for information and necessary action.



Executive Officer  
Vyasanagar Municipality

Memo No-1465 /Dt. 31.3.2026

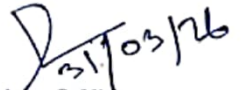
Copy submitted to the DeGM, jajpur for information. He is requested to webhost the quotation call notice District website for wide publication.



Executive Officer  
Vyasanagar Municipality

Memo No-1466 /Dt. 31.3.2026

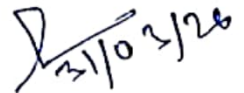
Copy to MIS for information and with a request webcast to quotation call notice in this office website for wide publication.



Executive Officer  
Vyasanagar Municipality

Memo No-1467 /Dt. 31.3.2026

Copy to the concerned case records for reference.



Executive Officer  
Vyasanagar Municipality

# GENERAL TERMS AND CONDITIONS FOR SANITATION MANPOWER, MECHENARY & TRACTOR

## PART-A (FOR SANITATION MANPOWER)

01. The bidders are required to inspect and assess the entire geographical area of Vyasagar Municipality and quote their rates of the Labour charges for sweeping, bush cutting by machine, drain cleaning, collection wastes including lifting of MSW and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by Vyasagar Municipality.
02. The Bidders are expected to examine all the instruction, terms and specification in the bid documents, Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and may be result in rejection of the bid.
03. The bid is meant for carrying out the work for a period of One year & the contract period will be extended to further one year subject to the satisfactory performance, Vyasagar Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.
04. Vyasagar Municipality shall have the right to terminate the contract on the ground of improper performance and violation of the terms of the contract without assigning any reason by giving 30 days prior notice.
05. Conditional and incomplete bid is liable for rejection.
06. Letter of authorization for representing the Company/Partnership/Proprietor Firm and to sign the bid document should be enclosed along with the bid document.
07. Bids containing overwriting, additions, alternation, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
08. The bidders shall sign every page of the tender documents for submit.
09. The Bidders should quote rates both in figures and in words, wherever is there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
10. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the EMD will be forfeited and steps shall be taken for black listing of the bidder.
11. The Manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its right & liabilities under this agreement to any other agencies or organization by whatever name be called without the prior written consent of the authority.
12. The Manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with office so that optimal service of the persons deployed could be availed without any disruption.
13. For all intents & purposes, Manpower service provider shall be the "Employer" within the meaning of different rules & acts in respect of manpower so deployed. The persons deployed by manpower service provider shall not have any claim whatsoever like employer & employees relationship against the department or office concerned.
14. The manpower service provider shall be solely responsible for the redressed of grievance or resolution of disputes relating to persons deployed. The department shall no way be responsible.



15. The Municipality shall not responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties or for payment towards any compensation.
16. All other terms & conditions as applicable under contract act will be followed at the time execution of agreement.
17. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the work.
18. The EMD & Security of successful bidder shall be retained the performance of the contract and shall only be discharged after successful completion of work. The EMD of unsuccessful bidders will be returned after completion of bidding process on application.
19. The Bidder should inspect thoroughly the bid document before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
20. The intending bidders are advised to download the bid documents from the district website i.e. [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) or from Municipality website i.e. [www.vyasanagarmunicipality.in](http://www.vyasanagarmunicipality.in) and no bidder will be permitted to furnish the quotation in their own manuscript papers. No letter should accompany the quotation.
21. All corrections made by the bidder including overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested by the authorized signatory.
22. All bids received will remain valid for a period of **60 days** from the date of issue of work order.
23. The bids containing extraneous conditions not covered by the quotation call notice are liable for rejection.
24. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidders on the ground of the Authority's action.
25. The Authority reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
26. The Municipality also reserves the right to choose the offer of any specific firm even if its rates are higher than the corresponding rates of any other firm.
27. The requirement of items shown in the schedule of works are just tentative which may increase or decrease depending on actual requirement. Payment shall be made only on the actual work done by the Agency.
28. The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under the prevailing acts or order of Government.
29. In case of any dispute, the decision of the Municipality is final and binding on the firm.
30. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or in a later stage, the EMD & Security shall be forfeited besides blacklisting the bidder.
31. This detailed tenderer Call Notice along with the clauses, terms & conditions etc. mentioned herein shall form a part of the contract and agreement.
32. The successful bidder is required to execute an Agreement on a non-judicial stamp paper worth Rs.100.00 to be supplied by him, with the Municipality within 7 days from the date of receipt of the letter of acceptance.



33. The bidder agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Vyasaganar Municipality (VNM).
34. The Authority reserves the right to terminate the Agreement at any time without assigning any reason after giving seven days' notice to the firm.
35. The VNM shall have the right to add / modify / delete any condition from the agreement as and when necessary for smooth management of the work.
36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
37. The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.
38. The payment shall be made on conclusion of the calendar month only on the basis of Muster roll /wage register working days / Bio-metric Attendance for which duty has been performed by each Manpower.
39. All payment towards sanitation work could be recorded in measurement book and then only payment may be made.
40. The bids with Nil or very low service charge can be treated as "Non responsive Bid".
41. The successful bidder shall have to provide adequate numbers of safety equipment's to all sanitation workers twice in a year such as- Uniform, Safety jacket, Hand gloves (safety), Raincoat, Gum boot, Mask & safety Helmet etc & also adequate no of dustbin, brooms tools & Sanitary equipment's.
42. The Bid must accompany a non-refundable fee of Rs. 10,000/- as cost of bid paper and EMD of Rs.3,36,000/- (Three lakh Thirty-six Thousand) only in shape of Bank draft from any nationalized bank/Scheduled Bank in favour of Executive Officer, Vyasaganar Municipality at the time of Agreement as solvency certificate (Original).
43. The selected agency will deposit Rs.40,00,000/- (Forty Lakhs) only in shape of Bank Solvency from any Nationalized Bank, scheduled Bank in favour of Executive officer Vyasaganar Municipality.
44. The successful bidder shall have to supply 05 Nos. of sanitation supervisors @ semiskilled rate i.e. basic wage, EPF & ESI as per Govt. rate and no extra Service charges to be given by Municipality.

#### **PART-B MECHENARY & TRACTOR**

45. During period of contract, shall have all necessary valid MV documents such as valid registration Certificate, Insurance Certificate, fitness Certificate, Valid permit proof of up-to-date tax payment etc. and D.L of driver available all the times. The Office shall not be responsible for any damage/loss caused to the vehicles or losses of life / injury made to any person or damage to any property on account of use of vehicle any manner whatsoever. The successful bidder shall be responsible for all such litigation.
46. The charges to be paid after deduction on income tax or any other tax as applicable by law for monthly basis is final. All the expenditure of the vehicle towards repair, replacement of spare part, Engine Oil, Gear Box & different Coolant, tires & tubes, battery will be borne by the bidder.
47. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the Bidder.
48. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the bidder of the vehicle.



49. For duty at Municipal Office each day fixed from 6.00 A.M to 12.00 P.M and 3.00 P.M to onwards if required.
50. All the Vehicles will remain park at Municipality garage/ Wealth Centre of VNM.
51. In case of emergency the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
52. The vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
53. If the services are found to be unsatisfactory the client shall give one month notice and terminate the agreement.
54. In case of service provider intend to with draw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
55. In case of any major problem of vehicle, no longer it will be replaced by the successful bidder.
56. The office shall not be responsible for any damage/loss caused to vehicles or loss of life/injury made to any person or damage to any property on account of use of vehicle, any manner what's so ever. The bidder shall be responsible for all such litigation.
57. No advance payment will be made.
58. If the bidder violated any of the terms of contract, the office shall forfeit the entire amount of security deposit.
59. The application form must be signed by the bidder and properly sealed and also attached all relevant documents including drafts as per the DTCN & term & condition.
60. Any dispute in this matter is subject to Jajpur Road Court Jurisdiction only.
61. The successful bidder submitted Rs.10,000/- per vehicle DD in favour of Executive officer, Vyasaganar Municipality at the time of agreement as a security deposit which is refund after successful complication of work.
62. The valid of contract period is One year from the date of drawl of agreement in rules of the Govt. regarding is earlier and the contract period will be extended to further one year subject to the satisfactory performance.
63. The VNM shall have the right to add / modify /delete any condition from the agreement as and when necessary for smooth management of the work.
64. The vehicle will be engaged in the Municipal area at different wards for collection of garbage's.
65. Necessary fuel will borne by the bidder.

  
**Executive Officer,**  
**Vyasaganar Municipality**

## SCOPE OF WORK

### A. (1) Sweeping of Roads and Garbage lifting:

(A) Sweeping of all the roads, lanes, by lanes of entire ward is to be made daily, domestic refuses shall have to be collected daily from all households, shops, kiosks and vending zones. The MSW generated from road sweeping is to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by Vyasaganar Municipality from which daily lifting is to be made to the temporary transfer stations identified by Vyasaganar Municipality as per the scope of work mentioned in item-3.

(B) Night Cleaning should be made in the market area & Bus stand area which is a mandatory condition in the sanitation work.

### • (2) Cutting of bushes & cleaning of drains:

The bushes & shrubs from roadside berms and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e. removal of polythene, paper, foreign material and other floating materials and silts to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by Vyasaganar Municipality from which daily lifting is to be made to the temporary transfer stations identifies by Vyasaganar Municipality as per the scope of work mentioned in item.

### • (3) Collection & Transportation of Solid Wastes:

The municipal solid wastes which is generated from various sources and accumulated as mentioned in item-1 and item-2 above is required to be collected and lifted from different collection points/dustbins of that particular ward/lanes and transported to the designated place/temporary transfer station as decided by the Vyasaganar Municipality. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be supplied by Vyasaganar Municipality as per direction of the Officer-in-Charge Vyasaganar Municipality.


### • The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping, cleaning of drains etc.
2. Domestic refuses.
3. Garbage from roadside dustbins.
4. Garbage accumulated at temporary collection points identified by Vyasaganar Municipality.
5. Garbage generated from bush and grass cutting from road side berm and conservancy lanes.
6. Regular Hazardous waste generated from the different Medical & Nursing homes & clinic etc.
7. The required number of Commercial vehicles and sanitation worker will be engaged for lifting of garbage in night sweeping.
8. The Dead animals will be lifted and disposed up by the 2<sup>nd</sup> party.
9. Commercial areas are to be swept two times a day.
10. Sweeping should be done uninterrupted on holidays and festival days.

  
21/03/26  
**Executive Officer**  
**Vyasaganar Municipality.**

• **(B) Submission & Opening of tender.**

The Tenders shall be prepared and submitted in sealed envelopes clearly indicating on the covers (Technical bid should contain all relevant documents/papers of tender **including tender paper cost ,EM.D. as per eligibility criteria of Tender bid) & (Financial Bid)** The cover shall be super scribed "Tender for the work "Cleaning and sanitation work & Lifting by Machinery & Tractor in ward No.1,2,3,4,5,6,7,8,9,10,11,12,14,15 13,16,17,18,19,20,21,22,23,24,25,26 total 26 no's of wards of Vyasaganar Municipality" and addressed to the Executive Officer, Vyasaganar Municipality. The envelope containing the technical bid and financial bid should also super scribed accordingly. The full name, postal address, e-mail address and telephone number / cell number of the tenders shall be written on the bottom left corner of the sealed envelope. The financial bid of those will be opened who will qualify in the technical bid.



**Executive Officer,  
Vyasaganar Municipality.**

**TECHNICAL REQUIREMENTS FOR THE SERVICE PROVIDER TOWARDS CLEANING ,SANITATION AND SUPPLY OF MANPOWER& MECHENARY (TRACTOR) TO VYASANAGAR MUNICIPALITY**

*The technical bid shall be accompanied with attested photo copy of the following requisite documents failing which the bid shall be rejected out rightly.*

**A. TECHNICAL BID**

01. Tender paper cost, Rs,10,000.00 in Shape of DD/BC
02. EMD OF Rs.3,36,000.00 is to be deposited in shape of DD/BC
03. Registration Certificate of Agency
04. PAN Card of the Agency
05. GST registration along with Latest copy of the Returns to be submitted
06. Valid labour license under contract labour (Regulation and Abolition) Act 1970
07. EPF registration certificate & payment confirmation slip & ECR copy for the min.100 nos.persons for the last 3 months.
08. ESI registration & payment confirmation slip & contribution Sheet for the min. 100 person for last 3 months.
09. Copy of Income Tax Returns and Audited Balance sheet for 3 (three) years i.e. 2022-23, 2023-24 and 2024- 25 duly certified by the chartered Accountant.
10. The agency should have minimum period of 3 years similar type of experience in any ULB or PSU , Pvt . Etc. with copies of the orders/agreement /experience certificate executed by them.
11. Each page of the tender documents are to be signed by the tender.
12. *The agency should must be submitted An Affidavit to the effect that they have not been banned/black listed earlier before participating in the tender by any Govt, Organization at any District in Odisha and Govt. of India or Union Territory with technical bid.*
13. *Agency must be submitted Bank Solvency of Rs. 40,00,000.00. issued from bank by the name of agency or by the name of proprietor /Chief of Agency, and same will be submitted at the time of Agreement which fail the offer will be rejected by undersigned and offer will be given to L-2.*
14. *The Agency should must be submitted the authenticate document as, Article of memorandum /Deed/By-Law and Memorandum of the Agency*
15. Annual average turnover statement to be furnished in the letter head of the chartered account as per Annexure-II
16. Details of the Bank account of the agency (Name of the Bank, Branch, Account and Type of account) photo copy Must be submitted.
17. *The tender Documents are two-part bidding system i.e. Technical Bid &Financial Bid. The interested agencies are advice to Submit two separate sealed envelopes for each bid i.e Technical and Financial superscription ( Technical Bid for Providing Manpower services and cleaning services & Mechenary ( tractor for lifting garbage's" to Vyasaganar Municipality, Vyasaganar & Financial-Bid for manpower Service and cleaning service & Mechenary ( tractor for lifting garbage's to Vyasaganar Municipality ) Both the Selected envelopes should be kept in third sealed envelope subscribing "Tender for Cleaning and Manpower service & Mechenary ( tractor for lifting garbage's to Vyasaganar Municipality ) At Vyasaganar Municipality Vyasaganar.*

18. The sealed cover marked as "Technical Bid" containing photocopies of the following document in support of Eligibility (duly self-attested) along with Technical Bid failing which their bid will not be considered further.
19. Safety Measure :- Adequate nos. of safety equipment's shall be provided to all workers two times in a year such as (i) Uniform (ii) Jacket (iii) Hand Gloves(iv) Rain coat(v)Foot wear(vi) masks& equipment's as required for cleaning, cutting of bushes etc.
20. Each Sweeper shall be equipped with small T & P to sweep around the roads/street/lanes etc& collect MSW in designated transit points or dust bins placed in the road side.
21. MSW collected from various sources such as road sweeping, bush cutting/deweeding, collection from commercial units from road side bins/transit points etc shall be disposed off through Tractor as per the convenient & other waste such as road sand, dust/debris etc. shall be disposed at C&D site through Tractors with required equipment's.
22. Adequate number of Drain cleaner shall be deployed to clean all drains removed the silts & make the drain garbage free & free flow of rain/storm water collected drain silts, mud etc shall be loaded to Tractor for onward transmission to disposal.
23. Adequate number of bush cutters shall be deployed with necessary equipments to cut the bushes & branch of tree/de-weeding conservancy lane cleaning etc. & deposit the same in nearest transit points per disposal the dumping site through Tractor.
24. The nos. of labours should be dropped at different places under 26 nos of wards as per the requirement. The details dropping point will be mentioned at the time of agreement.



## **B.FINANCIAL BID**

1. Fill the Financial Bid as per Annexure-IV and sealed in separate envelope.

### **Annexure-IV**

Sl. No.	Scope of Work	Annual Estimated Cost	Rate Quoted for sanitation work in %	Total Cost (Annual in Rupees)	
				In figures	In Words
1	Providing street sweeping, drain cleaning, dead animal shifting, other private and Govt. function etc. as per H & UD. Dept. guidelines of Vyasagar Municipality	33641681.00			
2	Tractor in 5 nos.	4547535.00			

### **Important point for Bidders**

1. For providing smooth sanitation services, the tender committee has decided that, the each bidder must quote his rate which must be less than below 2% of the total estimate cost, unless his bid shall be rejected and the bidder must quote his rate up to only two digits after decimal. Also wrong computation in financial bid will be liable for rejection.

**N.B:** In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in the case two bidders quote the same lowest price, then the bidder with the higher mark in the technical bid shall be awarded the contract. However, if both the technical marks and quoted rate in the financial bid of the bidders will be same, then in that case, the selection of the tender shall be decided on the basis of following evaluation procedure.

\* Transparency lottery system can be adopted for the selection.

Signature of the bidder

  
Executive Officer  
Vyasagar Municipality

**ANNEXURE-V**  
**GENERAL INFORMATION FOR VEHICLES**

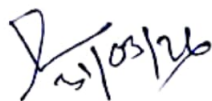
1. Registration No. of vehicle:-
2. Type of vehicles:-
3. Year of manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete address  
Of the owner of vehicle
7. Fitness Certificate validity:-
8. Permit Validity:-
9. Insurance Validity:-
10. Name / Address of the Driver:-
11. D.L. No. & Validity of the D.L. of the Driver:-
12. Proposed charge of the vehicle per month including fuel cost:-
13. Fuel consumption / Mileage per liter:-
14. Contact Number of the service provider ( Tenderer / Quotation)  
Mobile..... Telephone.....

**Specification**

Sl. No	Particular	Unit
1	Tractor	5 no's

“Certified that that information submitted above is true to the best of my  
knowledge and belief.”

Signature & seal of the Bidder



### C. EVALUATION

The Evaluation is considered those bidders whose are comply all the eligibility criteria of the tender and The minimum qualifying mark is 50 out of 100 marks. The bidders who will qualify the eligibility criteria and secure 30 and above marks will qualify the technical bid and their financial bid will be open. If single bidder will get the qualifying mark he also eligible to next bid i.e. financial bid. If the quoted price is more high the Authority reserves the right to negotiate.

Signature of the Bidder.

  
Executive Officer,  
Vyasaganar Municipality.

### SPECIAL CONDITIONS:

1. Vyasaganar Municipality shall have the right to add or delete any conditions(s) to and from the agreement as and when necessary for smooth management of sanitation work.
2. If the agency will not perform the sanitation work to the satisfaction of Vyasaganar Municipality authorities in any particular day then the Vyasaganar Municipality is at liberty to engage and substitute man power for sweeping, bush cutting, drain cleaning & lifting of garbage's by tractor then impose penalty up to 10% of agreement value in which the decision of the Executive Officer will be final and binding which shall be recovered from the monthly bill of the agency.
3. The waste collectors engaged by the agency shall collect solid waste from various households on daily basis in particular fixed timing area wise as may be finalised by the agency in consultations with the Officer-in-charge of Vyasaganar Municipality
4. The agency shall start the work by 5.30AM.
5. In case, labour rate and other statutory dues is hiked by Govt. of Odisha, payment will be made accordingly, considering the engagement of labour in the work duly certified by the Officer-In-Charge of the work.
6. The Successful bidder shall Execute an agreement with the Vyasaganar Municipality within 7 days from the date of receipt of letter or acceptance from Vyasaganar Municipality. The EMD and performance guarantee shall be retained as security bidders shall be refunded only on application after completion of the tender process. The EMD of selected bidder will be forfeited on the ground of improper performance.
7. The authority reserved the right to extend the contract period with mutual consent of both parties before closing the contract period,
8. Vyasaganar Municipality Shall have to the right to add ,delet and modify the agreement as and when necessary.

  
Executive Officer,  
Vyasaganar Municipality

## Annexure-I

ORGANISATION NAME:-

CHECK LIST (Attached in first page of Technical Bid)

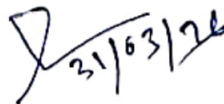
Sl No	List of documents	Details of document	Page No	Should be left blank for office use only
1	2	3	4	5
1	Tender paper cost, Rs,10,000.00 in Shape of DD/BC			
2	Registration certificate of Company/Partnership/Proprietor Firm having experience in similar nature of work manually/mechanically			
3	GST Registration Certificate of Agency			
4	PAN Card of the Agency			
5	Valid labour license under contract labour (Regulation and Abolition) Act.1970 and minimum 200 labour license registered copy should be submitted.			
6	EPF registration certificate & payment confirmation slip & ECR copy for the min. 170 person for last 3 Months.			
7	ESI, registration certificate & payment confirmation slip & Contribution sheet for the min. 170 for last 3 Months			
8	Income tax Returns and Audited Balance sheet for 3 (three) years i.e. 2019-20,2020-21 and 2021-22 duly certified by the chartered Accountant.			
9	The agency should have minimum Period of 3 years similar type of experience in any ULB or Organization i.e. State, PSU ,Pvt . Etc. with copies of the orders/agreement /Experience Certificate executed with them.			
10	Each page of the tender document are to be signed by the Authorized person.			
11	The Agency should must be submitted an Affidavit to effect that, The Agency Have solvency certificate to the tune of Rs.30 Lakh issued by the Bank solvency certificate from any nationalized bank, by the name of Agency/ By the name of proprietor /Chief of Agency, and same will be submitted at the time of Agreement. ,which fail the undersigned reserves the right to cancel the offer .			
12	Annual average turnover statement to be furnished in the letter head of the chartered Accountant .as per Annexure-II			
13	Details of the Bank account of the agency (Name of the Bank, Branch, Account and Type of account ) photo copy Must be submitted.			



14	<p>The tender Documents are two-part bidding system i.e. Technical Bid Financial Bid. The interested agencies are advice to Submit two separate sealed envelopes for each bid I e. Technical and Financial superscription ( Tender for Providing Manpower services and cleaning&amp; providing machinery &amp; Tractor services" for deployment at Vyasaganar Municipality, Vyasaganar</p> <p>Both the Selected envelopes should be kept in third sealed envelope subscribing "Tender for Cleaning and Manpower service &amp; machinery tractor for lifting of garbage's to Vyasaganar Municipality, Vyasaganar.</p>			
15	<p>The sealed cover marked as "Technical Bid" containing photocopies of the following documenting support of eligibility (duly self attested )along with Technical bid, failing which their bid will not be considered further.</p>			
16	<p>EMD Furnished Rs.3,36,000.00 in DD /BC</p>			
17	<p>The Agency should must be submitted the authenticate document as ,Article of memorandum /Deed/By-Law and memorandum of the Agency</p>			
18	<p>ISO Certificate of 9001-2015 must be there.</p>			

### Signature of the Bidder

- i) Total no of corrections:-
- ii) Total no of Over writing:-
- iii) Total no of Interpolation:-
- (Full signature of bidder)
- 
- Name of Agency:-
- 
- Address of the Agency:-
- 
- Contact No:-
- 
- Land Line No:-
- 
- Mail Id:-

 31/03/26

# VYASANAGAR MUNICIPALITY

## TENDER PAPER

(FINANCIAL BID)

**FOR SANITATION MANPOWER,  
MECHANARY & TRACTOR**

IN

VYASANAGAR MUNICIPALITY

WARD NO .01 TO 26

2025-26



# MUNICIPALITY : VYASANAGAR

## FINANCIAL BID DOCUMENT

(To be enveloped in separate sealed over)

NAME OF WORK:

Cleaning And Sanitation Work & Machinery,

& Tractor In Vyasaganar Municipality

in Ward No. 01 to 26

Vyasaganar Municipality

2025-26



**ANNEXURE-II**  
**(To be furnished in the technical bid)**  
**ANNUAL AVERAGE TURN OVER STATEMENT**

(TO BE FURNISHED IN THE LETTER HEAD OF CHARTED ACCOUNTANT)

The Annual Turnover of M/S \_\_\_\_\_ for  
The last three financial year are given below and certified that the statement is true and correct

SI No	Financial Year	Turnover in Lakhs (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover		

Date

Signature of C A Firm

Place

Seal with Membership No.

Notes:-

1. To be issued in the letter head of CA firm membership no.
2. Also issued Photocopies of audited P/L account of each year highlighting the turnover.



**ANNEXURE-III**

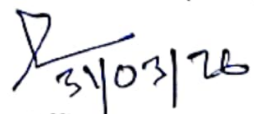
**Evaluation of Technical Proposals**

Evaluation of proposals shall be made by the Tender Committee. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposal becomes responsive based on the eligibility criteria shall qualify for further detail technical evaluation for presentation and award of marks based on the following Criteria will be given.

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1.	Year of Registration (To be counted from the date of initial Registration of the Agency)	15	<ul style="list-style-type: none"><li>• 3 years to 5 years : 05 marks</li><li>• &gt; 5 to 10 years : 10 marks</li><li>• Above 10 years : 15 marks</li></ul>
2.	Experience of managing man power services in sanitation works / SWM works of the ULBs in the State of Odisha only.	15	<ul style="list-style-type: none"><li>• &gt;3 years ≤ 5 years : 05 marks</li><li>• &gt; 5 to 10 Years : 10 marks</li><li>• Above 10 Years : 15 marks</li></ul>
3.	Average Turn Over for Last 3 Financial year (2022-23, 2023-24 and 2024-25) with UDIN no.	20	<ul style="list-style-type: none"><li>• &gt; 50 lakhs to 1 crores : 10 marks</li><li>• &gt;1 crores to 05 crores : 15 marks</li><li>• Above 05 crores : 20 marks</li></ul>
4.	Experience in handling ULBs in similar nature of work with strength of sweepers in single work order (To be determined from single Work Order or single Experience Certificate in last three year)	15	<ul style="list-style-type: none"><li>• 50 - 100 : 05 marks</li><li>• 101 - 150 : 10 marks</li><li>• Above 150 : 15 marks</li></ul>
5.	Current strength of the organization (to be determined from payment confirmation slip of EPF for last 3 months up to March- 2023)	20	<ul style="list-style-type: none"><li>• Up to 100 persons : 05 marks</li><li>• 101 - 300 persons : 10 marks</li><li>• 301- 500 persons : 15 marks</li><li>• Above 500 persons : 20 marks</li></ul>
6.	Valid ISO Certificate	10	<ul style="list-style-type: none"><li>• ISO 9001 : 3 marks</li><li>• ISO 14001 : 3 marks</li><li>• ISO 45001 : 4 marks</li><li>• All of three : 10 marks</li></ul>
7.	Work Plan Presentation	05	<ul style="list-style-type: none"><li>• Presentation of the only work plan through PPT not more than 10-15 minutes.</li><li>• Total Marks : 05 marks</li></ul>

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 50 marks out of 100 marks in technical evaluation shall qualify for financial bid opening.

Signature of Bidder

  
Executive Officer  
Vyasaganagar Municipality