

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTACK  
(TOURISM SECTION)**

Notice No. 155...../2025

Date. 04.03.25

**TENDER CALL NOTICE**

Sealed tenders are hereby invited from intending firms / outsourcing agencies for solid waste management i.e. sanitation work of **Ansupa Tourist Place and Dhableswar Tourist Place, Cuttack** for a period of 01 (one) years in two bid system i.e.

**Work details:-**

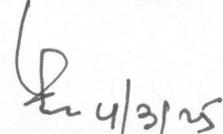
Sl no	Name of the work	Estimated cost (Rs.) per year	EMD	Paper Cost (Rs.)	Performance Guarantee * (Rs.)
1	Work which includes Sweeping, drain cleaning, Bush Cutting work, Watch & Ward & transportation of collected garbage to designated dumping at Ansupa, Cuttack	21,60,540/-	1% of quoted value for 01 year	11,800/- including GST (non-refundable)	5% of quoted value for 01 years
2	Work which includes Sweeping, drain cleaning, Bush Cutting work, Watch & Ward & transportation of collected garbage to designated dumping at Dhableswar, Cuttack	45,32,000/-	1% of quoted value for 01 year	11,800/- including GST (non-refundable)	5% of quoted value for 01 years

The tender papers along with Detailed Tender Call Notice (DTCN) will be available in this official website i.e. <https://cuttack.odisha.gov.in/> from dated 06.03.2025 at 10 A.M to 27.03.2025 at 5.00 P.M. The tender paper cost, EMD and other documents must reach the undersigned through registered post/ speed post/ courier on or before 5.00 P.M of dated 27.03.2025. The cost of tender paper is non-refundable. Any tender receive after the specified date shall be rejected. The technical tender paper will be opened in presence of the tenderers or their authorized representatives on dated 28.03.2025 at 11.00 A.M. and the financial bid of those bidders who have qualified in the technical bid will be opened on the same day. Mere procurement of tender document does not guarantee for fulfilment of the eligibility criteria.

1. Name of the purchaser at the time of procurement of tender document should not be disclosed. No money receipt shall be given indicating the name of the purchaser at the time of purchase of tender documents.
3. Only ink/dot pen signed copy of the tender notice issued by the office shall be entertained.

Notwithstanding anything contained in this Tender Document, the authority reserves the right to accept or reject any proposal, or to annual the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

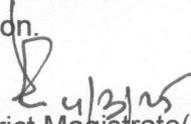
**Note-\*** Performance Guarantee shall only be submitted by the selected bidder

  
Addl. District Magistrate(G).  
Cuttack

Memo no 156 /2025

Date

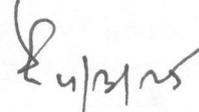
Copy to notice board of Collectorate, Cuttack for wide circulation.

  
Addl. District Magistrate(G).  
Cuttack

Memo No 157 /2025

Date

Copy forwarded to the sub collector, Banki, Athagarh/ CDO-cum-EO, Zilla Parisad, Cuttack / Block Development Officer, Banki, Athagarh / Executive Engineer, P.H Division , Banki & Athagarh / Executive Engineer, R&B division, Charibatia, Banki / Tahasildar, Banki, Athagarh for favour of kind information with a request to publish the notice on their office notice board for wide publicity.

  
Addl. District Magistrate(G).  
Cuttack

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,  
CUTTACK  
(TOURISM SECTION)**

**DETAILED TENDER CALL NOTICE (DTCN)  
FOR  
WATCH & SANITATION WORK OF ANSUPA & DHABALESWAR TOURIST PLACE**

**General Instructions to Tenderers**

- 1) District Administration requires services of reputed, well established and financially sound Manpower Service Providers/ Agency to provide services of different categories. The categories are not exhaustive and could be changed time to time as per requirement.
- 2) The agency will be responsible to conduct a thorough antecedent verification not limited to Police verification of the manpower to be deployed and submit an undertaking, in writing, regarding the verification done. No person with criminal antecedent/ criminal & vigilance cases shall be deployed.
- 3) In case of poor performance of any manpower, District Administration will inform the agency to withdraw the person/ persons and replace immediately, to the satisfaction of District Administration.
- 4) The tentative estimate for Ansupa and Dhabaleswar is enclosed as Schedule 1.
- 5) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 6) The Prices should be quoted in Indian Rupees only.

**Technical Eligibility criteria for the bidders**

The technical bid shall be accompanied with self-attested photocopy of the following requisite documents to establish the bidder's eligibility failing which the bid shall be rejected out rightly:

1. The Service Provider Firm can either be a Private Limited Company/ Limited Company/Partnership/ LLP/Proprietorship.
2. The Service Provider Firm shall have at least 5 years' experience in successfully providing sanitation work in any government organizations, PSUs or ULBs.
3. Service Provider shall have average Financial Turnover of at least Rs.5 Crores or more for the last Three Financial Years (i.e. FY 2021-22, FY 2022-23 and FY 2023-24). (Audited Statement duly certified by Chartered Accountant to be enclosed)
4. Valid Registration Certificate of the Service Provider firm.
5. PAN Card.
6. GST Registration Certificate.
7. GST return for the last 6 months.
8. Last Three Financial IT return filed by the Service Provider Firms.
9. Preference will be given to the firm/organization having ISO Certification.
10. Undertaking that the Firm is not blacklisted by Govt. Or any Competent Authority.
11. ESIC certificate.
12. Valid labour license under contract labour (Regulation and Abolition) Act, 1970 (Minimum 400 labours).
13. EPF registration certificate.
14. PSARA License.
15. Latest EPF deposit challan slip.



16. EMD 5% of the estimated value for one year in form of DD.
17. However, the EMD submitted by the agency at the time of submission of tender may be refunded. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after the successful execution of the contract within or after 30 days of completion of the contract.
18. If it is detected that, a Bidder is having any negative or unsatisfactory record in providing service to any Govt./ Private Organization, then the Bidder shall be disqualified on that ground.
19. The authority reserves the right to reject any or all bids without assigning any reason thereof.

### **Evaluation Criteria and Selection of Bidder**

- 1) The bidders who qualify in the technical evaluation will be considered as eligible for participating in the financial bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in technical evaluation will not be opened.
- 2) The tender committee will evaluate the technical & Financial Bid and submit their reports/ proceedings to the competent authority.
- 3) The technically qualified bidder quoting the lowest financial proposal ("L1") shall be the preferred and/or selected bidder. Subsequently in case of tie in financial bid the bidder having highest years of experience (to be calculated from the oldest work order/registration details of the firm under relevant acts) shall be the preferred bidder.
- 4) Further if the financial bids are again tied for one or more bidders, then the selected bidder shall be chosen by draw of lottery.

### **Instructions**

1. The service provider will provide Identity Card with safety materials i.e. Also provide apron, gloves, Masks, Soap to each engaged labour. The service provider will provide drain clean in grass/ buss cutting, gun boots and other safety equipment's with core sanitation workers.
2. The service provider will display name, address and Mobile Nos. of the labour engaged etc. at least three main identified spots.
3. The Bid documents contain scan copy of (a) Valid Registration Certificate, (b) PAN Card (c) GST Certificate (d) Valid EPF & ESI Registration Certificate (e) Labour license from competent authority (f) Experience Certificate in similar nature of work issued by the competent authority from Municipal corporation/ Municipality/ NAC/ Govt. organization within the last Seven years.
4. The authority reserves their right reject any or all bids without assigning any reason thereof.



## General terms & Conditions

1. The bidders are required to inspect and assess the entire geographical area of the Ansupa & Dhabaleswar, and quote their rates of the labour charges for sweeping, bush cutting, indoor cleaning, collection wastes including lifting & transport at ion of Solid Waste wherever necessary inside area and disinfecting collection points and spreading disinfectants like bleaching powder etc. 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 shall result in rejection of the bid.
2. The bidder must have appropriate resources, Necessary expertise, Requisite manpower and supervisory ability to undertake the work.
3. In any day during inspection of work by the authority if not found satisfactory deduction as calculated will be deducted from the pay bill of the agency.
4. The successful bidder shall execute a agreement with the Tenderer of Ansupa within a week from the date of receipt of letter acceptance from Ansupa failing which the tender will be rejected and the EMD for security deposit will be forfeited.
5. In case of the service of the bidder is not satisfactory to Authority the Ansupa Tourist Place has liberty to close the contract with a single 15 days notice served by Ansupa to the bidder.
6. Ansupa reserves the right to extend the period of the contract if required with mutual consent of the bidder & Ansupa Tourist Place after closing of the contract period.
7. Ansupa Tourist Place shall have the right to add / delete any condition to the agreement respectively as and when required for smooth management of the sanitation service and lifting of garbage.
8. Preferably the existing DLR staff of the Ansupa shall be engaged for Sanitation Work.
9. In case of any dispute arising out of the contract the matter shall be decided either by mutual understanding between the two or as per law inside the jurisdiction of Ansupa.
10. Notwithstanding the above, the Ansupa reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to a ward of tender.
11. The authority reserves the right to negotiate and engage the second lowest bidder in case of default of cancellation of contract.
12. The bidder should not reduce the number of labourers and prescribed the minimum wages of labourers as per Odisha Gazette Notification No.6432/LC Bhubaneswar Dt. 30.09.2024 of labour and ESI department, Odisha. In case of increase in minimum wages by the department same shall be enhanced for the labourers on prorata basis.
13. The bidders are required to take attendance of the labourer in presence of S.I in charge at Ansupa & Dhabaleswar



14. The successive Agency have to submit the copy of wages register statement of release of monthly wages of the workers along with online EPF, online GST paid receipt to the authority. So that Monthly Bill will be calculated.
15. The quoted rate shall stand valid up to end of the Current Financial Year & enhance rate would be allowed to contractor during this period subject to instruction & order of the Govt. Of Odisha in Labour Department.
16. The bid is meant for carrying out the work for a period of One years, Tenderer shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have the right to challenge it.
17. Tenderer 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 15 days prior notice.
18. Conditional and incomplete bid shall be liable for rejection.
19. Letter of authorization for representing the registered firm/entrepreneur/Private company and to sign the bid document should be enclosed along with the bid document.
20. The rate should be clearly mentioned in the tender paper including EPF, etc.
21. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, the EMD & Performance guarantee or any other amount deposited against this tender will be forfeited and steps shall be taken for blacklisting to the bidder.
22. The bidders have to submit all documents as per eligibility criteria shown in the bid documents along with quoted rates.
23. The bidders are required to inspect and assess the entire geographical area and quote their Rates inclusive of the labour charges conservancy material for sweeping, bush cutting, drain cleaning including lifting of MSW and other miscellaneous expenditures as may be required such as T & Ph charges. O.H charges are mentioned details in scope of work. The cost of documentation like taking photographs whenever necessary will be borne by the agency as per direction of officer-in-charges.
24. The Jhadu, Kanta, Kudi, Fawda, Gangula etc will be provided by the agency
25. Bids containing over writing, additions, alterations, erasures, obliteration and other discrepancies should be properly attested to all corrections made by them.
26. The bidders shall sign every page of the tender documents and submit all of them.
27. The agency /organization shall be solely responsible for redressal of grievance
28. The Tenderer not be responsible for any financial loss or any injury to any person deployed by the agency.
29. The Agency /Organization shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this agreement to any other agency or organization.



30. The Agency/ Organization shall nominate a coordinator which shall be responsible for immediate interaction within the office so that optimal service could be availed without any disruption.
31. In case of any dispute arising out of the contract the matter shall be decided either mutual understanding between the two or as per law inside the jurisdiction of Cuttack.
32. The Sanitation Expert of Tenderer will supervise the sanitation work.

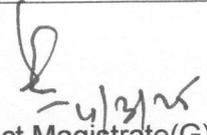
  
4/3/25  
Addl. District Magistrate(G).  
Cuttack

**SPECIAL CONDITIONS:**

1	Payment shall be made by the agency to his employees/workers as per their category and nature of work which shall not be less than the estimated labour charges mentioned in Bid document following the minimum wages Act by Govt. of Odisha. It might be increased in Labour Charges, whether the Govt. will hike the minimum wages during Contract period.
2	The successful bidders shall execute an agreement with the tender within 7 days from the date of receipt of letter or acceptance from tender. The EMD shall be retained as security deposit till closure of the contract without any interest. The EMD which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. The EMD of the unsuccessful tenders shall be refunded back on application only after finalization of the bid and execution of agreement with the successful bidder. In case of failure to execute agreement in time, the EMD and other deposits will be forfeited. The tender call notice shall form a part of the agreement.
3	Details of Terms & Conditions will be incorporated in the agreement.
4	The laborers engaged by the agency for sanitation work will perform their duty in uniform, dresses, jacket with all types of protective equipment i.e. gumboot, hand gloves, facemask, helmet etc.
5	Tenderer 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.
6	The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Odisha State Pollution Control Board.
7	If the agency will not perform the sanitation work to the satisfaction of authorities in any particular day then the Ansupa Tourist Place is at liberty to engage and substitute man power for sweeping ,bush cutting, ,hired vehicles for lifting the pending MSW and may impose a 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.
8	Incase of any dispute arising out of the contract, the matter shall be decided as per law and as per the decision of Authority
9	Incase, labour rate is hiked by Govt. of Odisha, payment will be made accordingly, <b><i>consider in the engagement of labour in the work duly certified by the Officer-In-Charge (Sanitation Expert) of the work.</i></b>
10	Evening/night cleaning at market, bus stand and main road area. The agency shall start the work by 5.00 PM to minimize the work load during day time. <b><u>SANITATIONWORKING HOUR:</u></b> <b>(A) MORNING SWEEPING: 5 AM to 9 AM &amp; NIGHT SWEEPING: 8PM to 10PM</b> <b>(B) GARBAGE COLLECTION/ LIFTING &amp; DUMPING/ GRASS CUTTING/ CONSTRUCTION &amp;DEMOLITION WASTE COLLECTION/ DEATH ANIMAL LIFTING: TIME- 5AM to 9 AM &amp; 2 PM to 6 PM. IN EMERGENCY PERIOD MAY CALL TO PERFORM DUTY</b>
11	The agency has to maintain a register clearly indicating the number of labour
12	The Agency must deposit the EPF, ESI & Labour Cess againsts the labour concerned and submit

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	the copy of EPF deposit of all the employees engaged within 20 <sup>th</sup> of the succeeding month positively in the office of the undersigned for record.
13	The labour engaged by the agency should not have any criminal background. If he /she engages in any type of unlawful activities during performance of duty, then the agency will be held responsible, the undersigned will not be held responsible in such circumstances.
14	<b><i>The labour engaged by the agency should not Participate in any strike, lock out, Hartal of any kind in any circumstances. Disobeying which the authority has the right to terminate the agreement with the service provider without any prior notice / information.</i></b>

  
Addl. District Magistrate(G).  
Cuttack

**CHECK LIST**

SI No	Particulars	Yes/No	Page No	Should be left blank for office use only
1	2	3	4	5
1	Bid document Cost of			
2	Bid Security Declaration			
3	Registration Certificate			
4	Valid Labour license under contract labour (Regulation and abolition) Act, 1970. (minimum 200 labours)			
5	Copy ISO 9001:2015, ISO 14001:2015, ISO 37500:2014, ISO 45001:2018 & SA 8000:2014 Certification.			
6	Copy of GST registration and upto date Clearance			
7	IT return for the last 3 years			
8	Audit Report for last 3 financial years i.e 2021-22, 2022-23 & 2023-24 duly certified by CA			
9	Copy of last three financial years audited statement			
10	Copy of last three Financial Year IT Return filed			
11	Copy of PAN Card			
12	Copy of EPF Registration Certificate			
13	Copy of ESIC certificate			
14	An Affidavit regarding not Blacklisting/ Debarred from Tender Inviting Authority or any ULB across State or from any State Govt./Govt. of India Organization.			
15	Copy of successfully completed works of similar assignment in last five financial Year in any Govt. Organization/ULB/PSUs etc.			
16	EMD of Rs. _____ drawn in favour Of Collector, Cuttack			
17	No criminal cash /proceeding is pending against organization /agency and in the name of owner. It should be Not raised			

Date:  
Bidders' Signature

## DECLARATION BY THE TENDERER

1. I/We have visited the site and have fully been acquainted myself with the local situation regarding material, labour and the factors to the work for completion in all respect before submitting the tender.
2. I/We have carefully studied the condition of the contract specification and other documents of this work and agreed to execute the same accordingly.
3. I/We solemnly pledge the I/We shall be sincere in discharging my/our duties as responsible executant and complete the work within prescribed time limit. I/We shall submit detailed sanitation programme with target dates for various items of works keeping in view the time limit and shall accordingly arrange for necessary labours, punctually. In case there are any deviations from the sanitation programme. I/We shall abide the decision of the Officer-in—Charge for revision of the programme and shall arrange for labours to maintain the sanitation work.
4. I/We shall follow all rules and regulations of the state in force with regard to engagement of labour for the sanitation work.
5. No one of my / our relative is / are working in this office.
6. The documents furnished with the tender are correct to the best of my knowledge and belief and if any information found to be incorrect in further, the Department has the liberty to take any action as deemed fit.
7. I/We shall abide by the decision of the Tender for effectiveness of the sanitation programme and the institutions communicated from Housing and Urban Development Department, Odisha, Bhubaneswar.

Signature of the Bidder

# FINANCIAL BID

(Covering letter)

To

**Collector, Cuttack**

Dear Sir,

We, submit the sealed price Bid for appointment as Watching, Sweeping and Cleaning Contractor Ansupa & Dhabaleswar Tourist Place.

We had thoroughly examined and understood instructions to tenders, terms and condition of contract, given in the tender and those contained in the different conditions of contract and its annexure and agree to abide by them.

We hereby offer to work at our quoted rate for the works mentioned in Annexure-I.

We undertake to take responsibility of statutory liability such as EPF/ESI & GST if applicable.

We as required no documents are being enclosed with Price Bid. All documents have been enclosed with the technical bid along with earnest money & performance guarantee. We agree to abide by condition to be imposed by Tender.

Yours faithfully,

**Signature of the Agency**

**Seal**

**Date**

**Financial Bid**

**APPLICATION- FINANCIAL BID**

For providing Manpower Assistance to Cuttack District Administration

1. Name of tendering Manpower Service Provider :
2. Per Person Monthly Management Fee (in percentage) is inclusive of all statutory liabilities, taxes, levies, incidental expenses, cess etc except GST:

<b><i>Per Person Monthly Management Fee (in percentage)</i></b>
(in words and in figures)

Signature of authorized person

Name

Seal

Date:

Place:

N.B:

- The Per Person Monthly Management Fee quoted by the agency should be inclusive of all statutory/ taxation, liabilities/compliances, out of pocket expense, incidental expense, service charge if any, any other unforeseen expense, etc. in force at the time of entering into the contract and exclusive of GST.
- Complimentary service by any SPA (Service Provider Agency) is not acceptable. If any SPA quotes the Management Fee as zero/nil it shall not be treated as a valid quote and shall result in summary dismissal of the financial bid even though the SPA otherwise is technically qualified.
- Also if the quoted per person monthly management fee is lower than the prescribed Government notification then the bidder shall be outrightly rejected.
- The payment shall be made on end of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

**SCHEDULE-1**

**FINANCIAL BID FOR ANSUPA**

**Detail Consolidate Estimate for Sanitation Work of Ansupa Tourist Place**

SI No	Description	Quantity of Labour	Unit	Rate (Rs .)	Day	Amount (Rs.)	Quoted rate
1	<b>Road Sweeping and other</b>						
	Sweeper	4	Nos	452.00	30	54240	54240
	Security Guard	2	Nos	502.00	30	30120	30120
	Supervisor	1	Nos	502.00	30	15060	15060
	<b>Total</b>	<b>7</b>	<b>Nos</b>			<b>99420</b>	<b>99420</b>
2	<b>EPF @ 13%</b>					12924	12924
3	<b>ESI @ 3.25%</b>					3231	3231
4	Necessary machinery, phenyl, Pocha, wiper Wheelbarrow & Jhadu and Other T & P @ 10%					11557	11557
5	<b>Contractor profit @ 3.85 to 7 %</b>					4449	
6	<b>Lifting of garbage to dumping area</b>	1	Nos	700	30	21000	21000
	<b>Sub-Total</b>					152581	
	<b>GST @ 18%</b>					27464	27464
	<b>Total</b>					180045	
	<b>Grand total @ Rs.180045 X 12 Months=</b>					2160540	

**FINANCIAL BID FOR Dhableswar**

**Detail Consolidate Estimate for Sanitation Work of Dhableswar Tourist Place**

SI No	Description	Quantity of Labour	Unit	Rate (Rs .)	Day	Amount (Rs.)	Quoted rate
1	<b>Road Sweeping and other</b>						
	Sweeper	10	Nos	452.00	30	135600	135600
	Security Guard	4	Nos	502.00	30	60240	60240
	Supervisor	2	Nos	502.00	30	30120	30120
	<b>Total</b>	<b>7</b>	<b>Nos</b>			<b>225960</b>	<b>225960</b>
2	<b>EPF @ 13%</b>					29374	29374
3	<b>ESI @ 3.25%</b>					7343	7343
4	Necessary machinery, phenyl, Pocha, wiper Wheelbarrow & Jhadu and Other T & P @ 10%					26267	26267
5	<b>Contractor profit @ 3.85 to 7 %</b>					10113	
6	<b>Lifting of garbage to dumping area</b>	1	Nos	700	30	21000	21000
	<b>Sub-Total</b>					320057	
	<b>GST @ 18%</b>					57610	
	<b>Total</b>					377667	
	<b>Grand total @ Rs.180045 X 12 Months=</b>					4532000	

Service Provider will have to quote only OHC and corresponding Grand Total

NB: In the financial bid, the bidder with the lowest price shall be awarded the contract. However, if their financial bid becomes equal, then in that case, the selection of the tender shall be decided based on the highest years of experience

**Signature of the Bidder**