

# OFFICE OF THE NOTIFIED AREA COUNCIL, BINKA

Dist: Subarnapur

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Letter No. 1116 /Date. 07-06-2024

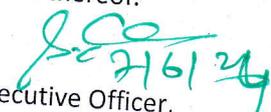
## QUOTATION CALL NOTICE

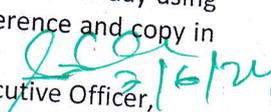
Sealed Quotations are invited from Registered Service Providers for providing (I) 35 (Thirty Five) Nos. Sweepers Male/Female (II) 04 Nos. of Drivers (Two Tractor & Two Auto Tipper) for sanitation work (III) 02 Nos. of Electrician for maintenance of Office & Street Lights i.e for the period of One year from the date of finalization of quotation with the following terms & conditions.

- 1.His/Her minimum wages shall not be less than the rate provided by minimum wages Act of Govt. of Odisha.
- 2.The Sweepers shall be engaged to sweep road, grass & brush cutting, drain cleaning, garbage loading/unloading to the tractors & transportation etc. as required in sanitation work of the town & night sweeping as and when required..
- 3.The NAC Supervisor/ Sanitary Inspector/Zamadar/Sanitation Expert shall be responsible to supervise the work of sweepers, maintenance of records, distribution of work & maintenance of attendance register etc.
- 4.The Electrician shall be responsible for maintenance of the Office Light & Street lights.,
- 5.The Drivers shall be responsible for transportation of garbage, water tanker, cesspool, maintenance of tractor with trolley and Auto Tipper.
- 6.The Service Provider Shall quote their rates including taxes, P.F. ,ESI, etc quoting the rate separately for each category and have experience in similar work at least for one year. The Agency/ Contractor should have a valid Labour Contract License for at least 60 nos of persons for similar nature of work.
- 7.The quotation should submit the self attested copy of GST Registration certificate, PF Registration Certificate, ESI registration etc along with tender paper.
- 8-The quotationer has to submit technical bid and financial bid separately in two envelope.
- 9.The quotation schedule shall be available in the office of NAC,Binka on payment of cost of Tender Paper (Non Refundable) of Rs.5000/- in shape of Demand Draft/Bankers Cheque drawn in favour of Executive Officer,NAC,Binka during office hour from 10.06.2024 to 25.06.2024 upto 1.00 PM or can be downloaded from the website. The authority shall not be responsible for any postal delay.The successful quotationer should submit the EMD for Rs.1,00,000/- (Rupees One Lakh)only in shape of Demand Draft/ NSC /KVP / duly pledged in favour of Executive Officer NAC, Binka.
10. The quotation details are also available in District website i.e.www.subarnapur.nic.in and NAC Binka website i.e. binkanac.in during the period from 10.06.2024 to 25.06.2024.
- 11.The last date of submission of quotation is Dtd.25.06.2024 up to 5.00 P.M. & shall be opened on the next day at 12.30 PM in presence of the quotationers or their authorized representatives.The undersigned reserve the right to reject any or all quotation without assigning any reason thereof.

Memo No. 1117 /Dt. 07-06-2024

Copy submitted to the Joint Secretary/Advertisement Manager, I & P.R Department, Govt. of Odisha, Bhubaneswar (email:- [ipr.advt@gmail.com](mailto:ipr.advt@gmail.com)) for information with a request to publish the quotation notice in two Odia local daily newspaper & and one English daily newspaper for one day using the minimum space & size, approved rate and submit one copy of publication for reference and copy in duplicate along with the bill for making payment.

  
Executive Officer,  
N.A.C, Binka

  
Executive Officer,  
N.A.C, Binka

Memo No. 1118 / Dt. 07-06-2024

Copy submitted to the Collector, Subarnapur/P.D. DUDA Subarnapur/Sub-Collector, Subarnapur/ Tahasildar, Binka /B.D.O, Binka for kind information and requested to display the above notice in their notice board for wide publication.

  
Executive Officer,  
N.A.C, Binka.  
Executive Office  
N.A.C, Binka

Memo No. 1119 / Dt. 07-06-2024

Copy to Office Notice Board NAC Binka for wide circulation of tender call notice.

  
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Executive Office  
N.A.C, Binka

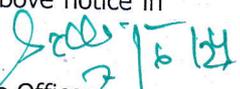
Memo No. 1120 /Dt. 07-06-2024

Copy to the DI & PRO, Subarnapur for information and necessary action with a request to ensure the publication.

  
Executive Officer  
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Executive Office.  
N.A.C, Binka

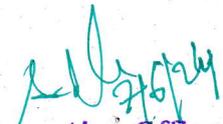
Memo No. 1121 /Dt. 07-06-2024.

Copy to the DIO, NIC, Subarnapur for information with a request to publish the above notice in the district website.

  
Executive Officer,  
N.A.C, Binka.  
Executive Office  
N.A.C, Binka

### Terms and Conditions

- 1). Garbage shall be collected from door to door W.N.01 to 12 including business establishment and govt. building & same to be carried out to the temporary dumping yard. The Sweeping/cleaning and garbage lifting shall be completed by 10 A.M. daily including Sunday & holiday and night sweeping as and when required.
- 2). Adequate number of sweepers and beat supervisor shall be deployed in each ward.
- 3). Adequate awareness among the citizen should be created.
- 4). Adequate arrangement should be made carrying & lifting of garbage to the temporary dumping yard for effective cleanness and sweeping by tendered.
- 5). The NAC Tractor, Auto Tipper and Cesspool can be used for this work by the party.
- 6). The tender shall produce the experience Registration Certificate (Contractor/Agency), Pan Card, GST Clearance Certificate, EPF Registration Certificate, ESI Registration Certificate, duly self attested.
- 7). The rate shall be quoted as per Govt. Schedule Rate along with EPF, ESI and other service charges. The lowest tender rate may be accepted subject to fulfillment of all conditions.
- 8). Before quoting the rate the tendered may visit the wards locality so as to ascertain the man power required for the purpose.
- 9). The Sealed tender shall be sent either by speed post/Courier service or by person so as to reach the office of the undersigned by 25.06.2024 by 5.00 P.M. The authority shall not be responsible for any postal delay. The tender received shall be opened on the next day at 12.30 P.M. in the presence of tenderer or their authorized representatives.
- 10). The EMD (Rs.1,00,000/-) and cost of tender paper amounting to Rs.5,000/- (Non Refundable) along with two passport size photograph should be attached with the quotation. It shall be refunded to unsuccessful quotationer and the EMD of the successful tenderer shall be refunded without interest after agreement period is over. The Work is to be contracted for one year. If work found satisfactory by the authorities, question of extension may be considered by the Council.
- 11). Affidavit regarding declaration of not blacklisted and no any criminal cases pending against the agency.
- 12). The successful quotationer shall execute agreement with the undersigned.
- 13). The Agency has to submit the copy of EPF and ESI deposit of the employees in the first week of every month in the office of the undersigned for record. Payment shall not be released for subsequent months if previous month EPF/ESI deposit receipts are not submitted.
- 14). The Agency/ Contractor should have a valid Labour Contract License for at least 60 nos of persons for similar nature of work

  
Executive Officer  
N.A.C, Binka

- 15) The Department shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provided in the course of their performing the functions/duties or for payment towards any compensation. Hence the agency requested to avail group insurance at their own cost.
- 16) The Agency will take attendance of Workers at different locations of NAC and will submit attendance report after countersigning by the Sanitary Inspector within the first week of every month.
- 17) The no. of sanitation staff shall be increased or decreased as per the requirement of the authority.
- 18) The Agreement may be terminated by either party upon giving one month's notice by either side.
- 19) In case, labour rate 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.
- 20) The bidder shall make the payment to the workers engaged by him before 10<sup>th</sup> of every month without waiting for the payment from the Agency if payment delayed for any reason.
- 21) The authority reserves the right to reject any or all quotation without assigning any reason thereof.
- 22) Agency/Contractor must have experience in similar nature of work for at least one year and other criteria given.
- 23) The Swachh Supervisor/Swachhsathi/ Ward Officer/ Sanitary Inspector/ Councilors/ Executive Officer/ Chairperson of Binka NAC will monitor the sanitation work on regular basis as per the direction by the Authority. The concerned Ward Officer will be the Nodal Officer for the Sanitation work. Any complaint regarding Sanitation work is to be resolved with the knowledge of concerned Swachh Supervisor /Swachh Saathi / Ward Officer/ Sanitary Inspector/ Councilors/ Executive Officer/ Chairperson. A complaint register is to be maintained in each Ward Office by the Ward Officer which will be redressed by the Supervisor of the Agency.

  
Executive Officer,  
NAC, Binka  
N.A.C, Binka

**Eligibility criteria and General Instructions to Bidders/ Documents to be submitted by the Bidder with Technical Bid/ CHECK LIST**

*The technical bid shall be accompanied with Self attested photo copy of the following requisite documents and financial instruments failing which the bid shall be rejected outrightly.*

SI No.	Details	Applicable document submitted/ Not submitted	Remarks of Office
a)	The Bidder should be registered with the appropriate registration authority i.e MSME, NSIC, Company Act, Odisha firm Registration act, Partnership deed which is approved by the State Govt., Any Registered NGOs, and Contractors registered under OPWD Act may also apply. Consortium is not allowed. Applicable document to be submitted.		
b)	Experience Certificate in similar nature of work for at least one year		
c)	E.M.D of Rs.1,00,000/-		
d)	Receipt of Tender Paper Cost Rs.5,000/-		
e)	EPF Registration Certificate and Month wise EPF deposit challan with confirmation slip for minimum 50 no's of workers for last Three Months		
f)	ESI Registration Certificate and Month wise ESI deposit challan with confirmation slip for minimum 50 no's of workers for last Three Months		
g)	Copy of valid Labour Contract License for at least 60 nos of persons for similar nature of work.		
h)	The bidder should have their own Bank Account in the name of firm		
i)	The bidder should have registered with GST Department having GST number in the name of Firm		
j)	Valid PAN Card		
k)	The bidder should submit the following in Affidavits :- a. Affidavit regarding the documents submitted along with the bid are genuine. b. Affidavit regarding deposit of Statutory dues of the workers to be engaged c. Affidavit regarding not being blacklisted in any organization		

Signature of the Bidder

  
 Executive Officer,  
 N.A.C, Binka  
 Executive Officer,  
 N.A.C, Binka

## CALCULATION SHEET

<b>DETAILED CALCULATION SHEET FOR THE WORK : PROVIDING SANITATION STAFF FOR STREET SWEEPING, DRAIN CLEANING, ETC OF BINKA NAC. (2024-25)</b>			
SI No	Details	Unit	Amount (Rs.)
	Description of item		
	Sanitation worker required for road sweeping, grass cutting, spraying of disinfectant, dead animal shifting, waste collection and dumping at site, night sweeping, etc		
1	Remuneration per day for 35 No. Sweeper/ Sweepress		
2	Remuneration per day for 2 Nos. Tractor Drivers		
3	Remuneration per day for 2 Nos. Auto Tipper Drivers		
4	Remuneration per day for 2 Nos. Electricians		
5	Add overhead charges, Contractor profit, etc		
	Total cost per day		
	Total cost for 30 days		
<b>Fixed Additional Charges per Month (Not to be included by bidders while quoting amount)</b>			
6	Add EPF @13.00% (SI.No-1 to 4)	Rs	
7	Add ESI @3.25% (SI.No-1 to 4)	Rs	

**NB :-** 1) Note:- No. of Sanitation workers decreased or increased as per the requirement of the Authority.

2) The bidders cannot quote the amount below 10% as it will affect the service delivery & also cannot exceed 15% overhead charges and contractors profit. Also wrong computation in Financial Bid will be liable for rejection.

3) In the financial bid, the bidder with the lowest price shall be awarded the contract.

Signature of the Bidder

  
 Executive Officer,  
 N.A.C, Binka.  
 N.A.C, Binka