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OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: JAGATSingHPUR
(TOURISM DEVELOPMENT OFFICE)

No. 182 //TSM Dt. 13.11.2025

TENDER CALL NOTICE

Sealed tenders are hereby invited from intending firms / outsourcing agencies for Selection of Comprehensive Facility Management Services (CFMS) Agency towards execution of "Safety, Security & sanitation at Maa Sarala Temple (Jhankada) & Paradeep in Jagatsinghpur District for a period of 01 (one) year in two bid system. The broad scope of services required through this Tender, shall be inter alia as indicated below:-

..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 Maa Sarala Temple (Jhankada)	50,96,000/-	Rs.2,00,000/- for 01 year	10,000/- (non-refundable)	Rs,50,000/- for 01 year
2	work which includes Sweeping, drain cleaning, Bush Cutting work, Watch & Ward & transportation of collected garbage to designated dumping at Paradip Tourist Place, Jagatsinghpur	50,96,000/-	Rs.2,00,000/- for 01 year	10,000/- (non-refundable)	Rs,50,000/- for 01 year

The tender papers along with Detailed Request for Proposal will be available in this official website i.e. <https://jagatsinghpur.odisha.gov.in> from dated 13.11.2025 & may be download from the said website for submission. The tender paper cost, EMD and other relevant documents must reach at the office of the Collector & District Magistrate, Jagatsinghpur in the following address through **registered post/ speed post/Courior/Drop Box** on or before 26.11.2025 at 5.30 P.M The cost of tender paper is non-refundable. Any tender received 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 27.11.2025.at 11 A.M. and the date for opening of financial bid of those bidders who have qualified in the technical bid. will be intimated later. Mere procurement of tender document does not guarantee for fulfilment of the eligibility criteria.

Not with standing anything contained in this RFP, Tenderer reserves the right to accept or reject any proposal, or to annul 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.

ADDRESS FOR CORRESPONDENCE

To

The Collector & District Magistrate,
Jagatsinghpur
At/P.O./Dist-Jagatsinghpur
PIN-754103


Additional District Magistrate.
Jagatsinghpur

Memo no 183

Date: 13.11.2025

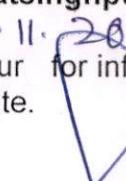
Copy to notice board of Collectorate, Jagatsinghpur for wide circulation.


Additional District Magistrate.
Jagatsinghpur

Memo no 184

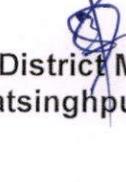
Date: 13.11.2025

Copy Forwarded to District Informatics Officer, Jagatsinghpur for information and necessary action. He is requested to host the same Tender in District Web site.


Additional District Magistrate.
Jagatsinghpur

Memo No 185 Date 13.11.2025

Copy forwarded to the Additional District Magistrate, Paradip / CDO-cum-EO, DRDA, Jagatsinghpur / Sub collector, Jagatsinghpur / Executive Officer, Paradip Municipality / Block Development Officer, Kujanga / Tirtol / Tahasildar, Tirtol / Kujanga for information with a request to publish the said tender notice on their office notice board for wide publicity.


Additional District Magistrate.
Jagatsinghpur

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DISTRICT ADMINISTRATION

**REQUEST FOR PROPOSAL (RFP) FOR
"SELECTION OF AN AGENCY FOR SAFETY,
SECURITY AND SANITATION AT MAA SARALA
TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT**

DATED : 13.11.2025

Last Date for submission : 26.11.2025 at 5.30 p.m

**Additional District Magistrate
Jagatsinghpur**

TABLE OF CONTENTS

SI No.	Description	Page No.
01	Introduction	3
02	Scope of work	4-8
03	Penalty	9-10
04	Eligibility Criteria	10
05	General	11-14
06	Evaluation Criteria	15
07	Number of proposals	15
08	Tender document fee	12
09	Earnest Money Deposit	12
10	Validity of bid	15
11	Currency of Bid and payment	11
12	Dispute	15
13	Addendum/Corrigendum/Notice	15
14	Acknowledgment by Bidder	15
15	Right to reject any or all proposals	16
16	Pre-proposal meeting	16
17	Bid schedule	17
18	Submission of proposal- packing, sealing and marking	17-18
19	Documents to accompany the proposal	18
20	Amendment/Modification	18
21	Bid submission due date	18
22	Late submission	19
23	Modification & withdrawal of proposal	19
24	Bid opening	19
25	Award of assignment	19
26	Execution of agreement	19
27	Commencement of assignment	19
28	Termination	
	(a)Termination by Concerned District Administration	20
	(b)Termination for force Majeure	21
29	Performance Guarantee	12
30	Resources to be deployed:	21
31	Check List of submissions (in official pad of the Bidder)	22
30	Annexure-I	23-25
31	Annexure-II	26
32	Annexure-III	27
33	Annexure-IV	28
34	Annexure-V	29-31
35	Annexure-VI	32-34

1. INTROUDCTION

The Municipalities across various locations in Odisha span diverse geographical areas and are well connected by rail and road networks. As per Census-2011, urban local bodies in Odisha cater to a significant number of households and population including a substantial floating population in tourist and pilgrimage hotspots. During peak seasons and major festivals, the footfall in these areas increases considerably. Many towns in Odisha are historically and culturally significant, attracting both national and international tourists. Several Urban areas have been selected under Government of India initiatives such as the Heritage city Development and Augmentation Yojana (HRIDAY) and the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) aimed at enhancing infrastructure and urban services delivery. Municipalities in Odisha have been proactive in implementing reforms for improved, reliable and sustainable service delivery with sanitation being a key focus area. Efforts are ongoing to enhance Municipal Solid Waste (MSW) management systems across these regions. Presently, in several coastal towns, the collection and transportation of waste along sea beaches, main roads, footpaths and connecting pathways are being managed by private agencies. Approximately 30% of the total waste in these areas is generated along the sea-facing stretches, key roads and pathways frequented by residents and visitors alike. With the objective of improving sanitation services and ensuring cleaner public utility spaces, the concerned Urban Local Bodies (ULBs) and District Administration with support from the Tourism Department, Government of Odisha will undertake a transparent, competitive bidding process to select an Operator. The selected Operator shall be responsible for delivering the specified service as outlined in the **Terms of Reference(ToR)** and for operating and maintaining the assignment project areas i.e. Cleaning of Sea Beach/Public Utility Area.

2. (a) SCOPE OF WORK

This will be completely turn-key Agreement. Therefore, the second party deemed to have visited the beach, Roads, Footpath and pathways and assessed the nature and quantum of work to be done by them.

The contractor shall execute the work by carrying out at least the activities specified below:-

- (i) Combing of the wet and dry sand of the beaches with the help of a motorized beach cleaning Machine/Manually of the entire beach/Public utility Areas/ Area assigned.\
- (ii) Cleaning of the litter and dumps on the beach/ Public utility Areas with the help of a beach Cleaning machine or by way of manual mopping to provide complete cleanliness of the sand /Public utility Areas/ Area assigned.
- (iii) Sweeping and cleaning of the areas adjacent to the beach which are visited regularly by the visitors to the beach e.g. footpath along the beach , Main Roads and including Footpaths and pathways along and inside the Sea beach/Public utility Areas/ Area assigned.
- (iv) The Operator shall ensure segregation of waste (Wet & Dry) and transfer the waste in compartmentalized vehicles to the wealth centers allotted by the concerned District Administration.
- (v) Provision of twin bins with adequate signage as per requirements shall be provided on the beaches/Public utility Areas to encourage visitors and hawkers to use such bins instead of littering the beach. Regular collection from such twin bins will have to provide to ensure that they are never overflowing. Such litter bins should be aesthetic and should be regularly maintained and cleaned. Such litter bins shall be relocated during high –tide and low-tide times to ensure their proximity to the visitors. The Operator shall carry out awareness campaigns to ensure reduction of open littering and dumping. by visitors and hawkers on the beaches/Public utility Areas/Area assigned.
- (vi) The cleaning operations should be carried out according to local timings to ensure that they do not disrupt or inconvenience visitors.
The Cleaning operation of sea beach/Public Utility Areas shall be as follows:-
 - 1. 1st shift.....2 A.M. to 8 A.M.
 - 2. 2nd shift.....12 noon to 6.00 P.M
- (vii) Such operations would also need intensification on peak tourist seasons, weekends and public holidays and the Operator should make arrangements to deploy adequate resources (machines or manpower) to achieve the outcomes. Eventually, it shall be responsibility of the Operator to ensure that the sequence and frequency of such operations are managed in a manner that no waste remains on the beach at any time and the outcomes related to cleanliness.
- (viii) The Operator shall make special arrangements to meet the intense demand for cleanliness on the beaches after special local events such as important District Festivals, Beach Festivals, New Year and Christmas etc. by arranging for adequate manpower and machinery or higher number of bins or bags on the beach for waste collection or other innovative means to ensure complete cleanliness on the beach within the event and also after the day of the event without any extra cost.

- (ix) The tidal wave brings back a lot of floating and other waste on to the beaches. The frequency and generation of the waste on account of tidal cycles are severe in the rainy seasons or during high tides , the operator shall therefore deploy adequate resources to intensify cleaning operations during such events through longer beach-cleaning machine operations or longer manual operations through a large work force or by deploying additional equipments or machinery. At any circumstances, litter or open heaps of waste shall not be visible on the beaches/Public utility Areas/ Area assigned. For transportation of MSW shall deploy the closed containers containing vehicles complying provisions of motor vehicles Act & Rules in addition to regular compactor vehicle without any extra cost.
- (x) The operator shall carry out awareness campaigns to ensure coordination with commercial establishments on the beach/Public utility Areas/ Area assigned on effective Solid Waste Management segregation of waste. Ban of single use plastic etc.
- (xi) The operator shall ensure a dress code is adopted by its entire staff. The dress shall prominently display the logo of the concerned District Administration.
- (xii) Transportation of collected garbage by closed vehicles (such vehicle should comply the provisions of motor vehicles Act & Rules) to designate disposal sites of concerned District Administration i.e. within 15 k.m. Such a transportation service should be regular and frequent at least twice daily or as per required at the site and ensure that no backlog of waste is present in the collection bins on the beach.
- (xiii) The operator shall provide support in registration and collection of user fee of commercial establishments situated along sea beach under Express Cleaning Service provided by the concerned District Administration.
- (xiv) The operator should make payment to the sanitation workers in the 1st week of every month for providing uninterrupted service without depending on release of payment from the concerned District Administration.
- (xv) The activities under this component will be supervised and certified by committee headed by Health officer/any officer authorized by the concerned District Administration.
- (xvi) All the Carcas and body of dead animals to be lifted from sea beach as well as main roads, footpaths and pathways by the operator on its own transportation to the designated site identified by the concerned District Administration.
- (xvii) The Operator shall note that the above mentioned specifications are the minimum necessary operations that they shall provide for successful execution. However the final performance of the operator shall be measured and evaluated on outcomes related to cleanliness as described in service delivery performance criteria. Hence it shall be the operator's responsibility , based on their site inspection and survey to account for and provide any additional service, equipment ,infrastructure or manpower that may be required to achieve the requisite outcomes related to cleanliness at all times an include it while quoting.
- (xviii) The Operator shall be responsible for complete cleanliness of the entire length and width of the beach (up to the water –line during low tide), main road , footpath, pathway and other public utility areas. The average length, width and other general information about the particular area to be cleaned by the operator is to be provided by the concerned District Administration.

2.(b) Conducting Awareness campaign to motivate the Citizens & tourists

The scope of work under this item shall include

- Conducting awareness campaign to motivate the citizens & tourists to properly dispose of their waste before it reaches the drains.
- Undertake IEC activities as per the Solid waste Management Rules-2016 community interaction at regular intervals along with concerned District Administration officials.
- To provide required resource support for addressing the complaints , monitoring and compliance reporting of customer complaints in respect of SWM within the service area.

2.(c) Service Delivery Compliance

The colour code of the Twin bins shall be strictly as per the recommendation in item -3 of schedule-II of the Municipal Solid Waste Rules-2016.

- The twin bins , one blue & one green are to be placed and designed , so that they are accessible to the users, easy to operate , easy to transport , not to exposed to atmosphere shall be aesthetically acceptable and user friendly.
- The cleaning schedule of the twin bins should ensure that MSW is cleared minimum twice in 24 hours.
- There should be no overflow of MSW from the bins due to inadequate capacity or non-lifting at scheduled times. The Operator will ensure that the area around the bins is kept clean at all the times .
- The bins are to be maintained so that there are no breakages, no toppling of bins and no dislocation.
- The MSW shall not be disposed off/dumped at any place other than that specified.

2.(d) Disposal of waste in any area other than specified area will be prohibited

- Ensure safe transportation of the collected Municipal Solid Waste in compartmentalized vehicles to the designated places as directed by the concerned District Administration.
- Dry Municipal Solid Waste like leaves, paper etc shall not be burnt.
- There should be no overflow of garbage /refuse/MSW from the twin bins
- If the garbage is littered outside the twin bins for any reason, operator should appoint workers to lift the waste and keep it inside the twin bin as soon as possible.
- Surrounding of the containers and litter bins in the service area shall be kept clean and tidy by sweeping around thoroughly and putting the garbage/refuse/MSW into the twin bins. The ground at the place where the vehicles stop for loading shall be cleaned and disinfected with an disinfectant to be supplied by the concerned District Administration.
- The Operator shall ensure that all deployed personnel are provided with adequate safety equipment and are required to wear a uniform or apron during working hours. The uniform/apron must bear the logo of the concerned District Administration and shall be approved by the said authority.

2(e) Service Delivery Performance Criteria

The performance monitoring and evaluation of service delivery has been institutionalized through Service Level Benchmarking and the purpose and objective of the assignment should be to improve and achieve the National Level Benchmark. With this target as well as the underlying constraints in mind the operator has to achieve the performance levels.

<u>Parameter Description</u>	<u>Achievement Target</u>
Sea Beach Cleaning/Area assigned	100% in 3 months Daily service
Waste Collection and transportation	90% collection efficiency 90% of bins should not overflow
Street sweeping (Including Main roads, footpaths, Pathways and other public utility areas)	90% collection efficiency 100% within 24 hrs.

2(f) Complaint Redressal

- The Operator in close coordination with the concerned District Administration shall undertake sample survey to assess the extent of waste generated. Secondary data from employers past experience can be referred to conclude the assessment. The sample should comprise of all income groups equally spread over the service area and stretched over a period of time to give a fair average.
- A detail performance monitoring reporting and evaluation system shall have to be developed in consultation with the employer. The broad outline of the computation procedure is provided in the table above.
- The concerned District Administration shall conduct service delivery assessment and customer satisfaction sample survey within the service area at regular interval to assess the performance.
- All roadside dumping of solid waste shall have to be collected irrespective of Door-to-Door service or provision of twin bins.
- All the complaints raised by the concerned District Administration or any official designated by the concerned District Administration should be redressed within 24 hrs or as soon as possible.

2(g) EMPLOYER'S SCOPE

- a. The concerned District Administration shall provide right of way for twin bin placement at all proposed locations of the service area.
- b. The concerned District Administration shall finalize location for placement of twin bins and provide necessary administrative support in demarking and placing the same along the sea beach, if required .
- c. The concerned District Administration will allow the operator to unload segregated waste at wealth centers.
- d. Creating of no plastic zone along the sea beach area.
- e. Removal of tapping of sewer line in storm water drain.
- f. Administrative measure to restrict the movement of stray animals on the sea beach.

//8//

- g. The bill towards O & M cost shall be paid within 15 days after receipt of the bill from the Operator.
- h. The concerned District Administration shall provide right of way and disposal site for collection , transportation and disposal of solid waste cleared from the sea beach and main road as per norms of MSW rules-2016.
- i. Any type of conservancy complaints other than the scope of works and services shall have to be intimated immediately by operator to the concerned District Administration for taking proactive action.
- j. The Operator & the concerned District Administration both shall be responsible for the environmental compliances under the MSW(SWM Rules-2016), at the disposal site as directed by the concerned District Administration
- k. The concerned District Administration needs to provide an enabling environment by removing encroachments for better cleaning activity. In this case the District Administration shall have to deploy its own excavator & tipper to clear the encroachments..
- l. The concerned District Administration shall provide necessary prior information regarding visit of VIP/VVIP well in advance to the Operator for preparations thereof.
- m. The concerned District Administration shall provide right of way and disposal site for collection, transportation disposal of waste within a range of 15 KM.
- n. The concerned District Administration shall provide information regarding any festivals (a) Festival calendar providing duration of each festival and approximate daily population influx) before starting the operation and maintenance activity.
- o. The concerned District Administration shall provide necessary administrative support in controlling and handling the situation arising out of public agitation/security issues during cleaning operation.

2.(h) EXPECTED SERVICE LEVELS

The beach, the entire water-facing stretch and other locations designated by the concerned District Administration must be kept free from garbage and solid waste at all times.

No accumulation of liquid waste/Sewage in the stretch.

Full- fledged cleaning exercises should be conducted daily.

The agency should submit a quarterly report of activities undertaken and public feedback along with a section on recommendations for improvement.

3. PENALTY

Upon occurrence of a material breach of O & M requirements, employer shall without prejudice to and notwithstanding any other consequences be entitled to levy a penalty and shall have the powers to terminate the contract. **In case the operator underachieves the target specified in, the service delivery performance criteria, the employer shall impose as detailed below to be recovered from each monthly bill.**

SL No.	Parameter Description	Non-compliance penalty
01	In case of unsatisfactory working of the manual/machine or machine breakdown or operator absenteeism or reasons attributed to the inefficiency of the contractors	Penalty of Indian National Rupees. 2000/- (Rupees Two Thousand) only per day per machine shall be deducted and it shall be recorded the performance evaluation
02	In case the beach ,Main road,footpath or pathway is found littered or dirty	Penalty of Indian National Rupees .500/- (Rupees Five Hundred)only per day per interval of 500 meters length shall be deducted and it shall be recorded the performance evaluation
03	For not deploying the vehicles for regular transportation of the waste from the beach	Penalty of Indian National Rupees. 5000/- (Rupees Five Thousand) only per day shall be deducted from the operator's bill.
04	For not providing adequate number of twin bins on the beach	Penalty of Indian National Rupees. 100/- (Rupees One Hundred) only per day per every interval of 100 metres shall be deducted from the operator's bill.
05	For not segregating the municipal solid waste collected from sea beach cleaning and transporting it to wealth centre	Penalty of Indian National Rupees. 1000/- (Rupees One Thousand)only per day shall be deducted from the operator's bill.
06	For not providing adequate collection and transportation services for the transportation of the waste from refuse twin bins	Penalty of Indian National Rupees. 500/- (Rupees Five Hundred)only per day for every uncollected refuse bin shall be deducted from the operator's bill.
07	For absence of the a complaint office or complaint officer at peak-visiting officer or absence of a complaint register with good book keeping	Penalty of Indian National Rupees. 500/- (Rupees Five Hundred) only per day shall be deducted from the operator's bill.
08	For absence of the supervisor	Penalty of Indian National Rupees. 250/- (Rupees Two Hundred Fifty) only per day per supervisor shall be deducted from the operator's bill.

09	For absence of the cleaner/labour	Penalty of Indian National Rupees. 200/-(Rupees Two Hundred) only per day per cleaner/labour shall be deducted from the operator's bill..
10	Speedometer not in working condition	Penalty of Indian National Rupees. 1000/-(Rupees One Thousand) only per day shall be deducted from the operator's bill..
11	Inaccurate reporting of speedometer readings on daily performance reports	Penalty of Indian National Rupees. 10000/-(Rupees Ten Thousand) only per day per shall be deducted from the contractor's bill..from the day which corresponds to the last actual reading
12	Failed to wear the uniform/safety gear when on duty	Penalty of Indian National Rupees. 50/-(Rupees Fifty)only per person shall be recovere.

The employer or his authorized representative shall record service shortfalls on daily basis and communicate the same to the Operator; The consolidated monthly achievement computed and reported by the Nodal Officer shall be taken into consideration for evaluating the performance. Penalty can be waived in part or full under situation of adverse conditions causing hindrance for service delivery. to be properly justified by the service provider to the best satisfaction of the employer. In such an event the Nodal Officer shall place his report to the Executive officer for this decision. The quantum of waiver shall at the sole discretion of the Executive officer.

4.ELEGIBILITY CRITERIA

The bidders must satisfy the condition of the eligibility for opening of Financial Bid for **SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA TEMPLE/ PARADEEP IN JAGATSINGHPUR DISTRICT.** The terms and conditions of the eligibility

are given below. Applicants must read carefully the minimum conditions of eligibility (the condition of Eligibility) provided herein. Proposals of only those Applicants who satisfy the conditions of eligibility will be considered for opening of Financial Bid.

5. GENERAL

- (a) The bidder should be an entity incorporated/registered under the companies act or partnership firm registered under the Indian Partnership Act or a limited liability partnership registered under the limited liability partnership Act or a registered proprietary firm in India or registered under society registration Act. Appropriate documents supporting their status must be submitted along with the proposal.
- (b) The bidder should be an in operation in the field of O& M of public beaches/tourist spots/public recreation spots or related activities such as solid waste & sanitation management /tourist spots/area cleaning for at least 2 yeras preceding the date of issue of this RFP. As proof it shall provide corresponding dated client work orders, documentary, completion certificate and visual evidence for such assignments.
- (c) The bidder must have executed at least one assignment in street sweeping transportation and management of Municipal Solid Waste of segregated Municipal Solid Waste of project cost of minimum of Rs.50 lakhs within the three years preceding the proposal due date.
- (d) Corresponding client work order (is not the same as letter of Intent/Letter of Appointment)/ Agreement/ completion certificate and visual evidence besides any other supporting documents for each of the submitted experience credentials should be provided as part of the technical proposal.
- (e) The bidder should have an annual average Financial Turnover of at least Rs. 1.00 Crore or more for each of the last Three Financial Years.i.e.2022-23,2023-24 & 2024-25 duly Certified by Chartered Accountant.
- (f) The applicant should submit only one bid against the Tender.
- (g) Each page of the bid document shall duly signed by the bidder.
- (h) All duties, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
- (i) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- (j) The Prices should be quoted in Indian Rupees only.
- (k) The bidders shall make presentation before the selection committee on the actual work process deployment of manpower, machineries etc. before opening of the Financial Bid and the copies of the same to be submitted in the bid documents.

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. Covering Letter and Details of Applicant as per Annexure I and II, respectively.
2. Valid Registration Certificate of the Service Provider firm.
3. Copy of the PAN Card.
4. GST Registration Certificate.
5. GST return for the last 6 months.
6. Last Three Financial IT return filed by the Service Provider Firms.i.e.2022-23,2023-24 & 2024-25
7. Proof of work experience of similar nature (as mentioned in 5(4) in the form of Work-Orders and competition certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure – III.
8. ISO9001:2015, ISO14001:2015,ISO 27001:2022, ISO37500:2014, ISO45001:2018 & SA 8000:2014 Certification.
9. Undertaking that the Firm is not blacklisted by Govt. Or any Competent Authority.

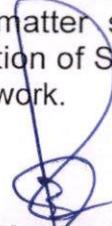
10. ESIC certificate.
11. Valid labour license under contract labour (Regulation and Abolition) Act, 1970 (Minimum 400 labours)
12. EPF registration certificate.
13. Annual turnover certificate duly signed by the Chartered Accountant.
14. The bidders must provide the non-refundable Tender paper cost of Rs.10,000/-(Rupees Ten Thousand)only along with the Tender paper in shape of Demand Draft in the name of **Collector & District Magistrate, Jagatsinghpur** drawn on any scheduled commercial bank
The Tender paper without the paper cost will be out rightly rejected.
15. EMD of Rs.2,00,000/-(Rupees Two Lakh)only for one year should be provided with the Tender paper in shape of Demand Draft in the name of **Collector & District Magistrate, Jagatsinghpur** drawn on any scheduled commercial bank. The Tender paper without the EMD will be out rightly rejected.
16. The Performance guarantee of Rs.50,000/-(Rupees Fifty Thousand)only shall be submitted by the selected bidder retained for contract period in shape of Demand Draft in the name of **Collector & District Magistrate, Jagatsinghpur** drawn on any scheduled commercial bank prior to signing the contract... However, the EMD submitted by the unsuccessful bidders at the time of submission of tender may be refunded. If the firm fails to execute the contract, the Performance guarantee along with the EMD will be forfeited. The Performance guarantee along with the EMD will be refunded after the successful execution of the contract within or after 30 days of completion of the contract.
14. 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.
15. The authority reserves the right to reject any or all bids without assigning any reason thereof.
16. The bidders are required to inspect and assess the entire geographical area of the Sarala Temple & Paradip and quote their rates of the labour charges for sweeping, bush cutting, indoor cleaning, collection wastes including lifting & transportation 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.
17. The bidder must have appropriate resources, Necessary expertise, Requisite manpower and supervisory ability to undertake the work.
18. 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.

//13//

19. The successful bidder shall execute the agreement with the Tenderer of Sarala & Paradip tourist place within a week from the date of receipt of letter of acceptance from the tenderer failing which the tender will be rejected and the EMD or security deposit will be forfeited.
20. In case of the service of the bidder is not satisfactory to Authority of the Sarala & Paradip Tourist Place, then the Authority has liberty to close the contract with a single 15 days notice served to the bidder.
21. The Authority of the Sarala & Paradip Tourist Place reserves their right to extend the period of the contract if required with mutual consent after closing of the contract period.
22. The Authority of the Sarala & Paradip 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.
23. Preferably the existing DLR staff of the Sarala & Paradip tourist place shall be engaged for Sanitation Work.
24. 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 Sarala & Paradip tourist place..
25. Notwithstanding the above, the Authority of the Sarala & Paradip Tourist Place reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of tender.
26. The authority reserves the right to negotiate and engage the second lowest bidder in case of default of cancellation of contract.
27. 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.
28. The bidders are required to take attendance of the labourer in presence of S.I in charge of the Sarala & Paradip Tourist Place.
29. The successive Agency have to submit the copy of wages register/ Bank statement of release of monthly wages of the workers along with online EPF, online GST paid receipt to the Authority of the Sarala & Paradip Tourist Place. So that Monthly Bill will be calculated.
30. 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.

//14//

31. The bid is meant for carrying out the work for a period of one year, Tenderer shall have the liberty to float any comprehensive contract during commencement of the contract period & no party will have the right to challenge it.
32. Tenderer shall have the right to terminate the contract on the ground of improper performance or violation of the terms of the contract without assigning any reason by giving 15 days prior notice.
33. Conditional and incomplete bids shall be liable for rejection.
34. 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.
35. The rate should be clearly mentioned in the tender paper including EPF, etc.
36. 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.
37. The bidders have to submit all documents as per eligibility criteria shown in the bid documents along with quoted rates.
38. The bidders are required to inspect and assess the entire geographical area and quote their Rate 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 & 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-charge.
39. The Jhadu, Kanta, Kudi, Fawda, Gangula etc will be provided by the agency
40. Bids containing overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested by the bidders to all corrections made by them.
41. The bidders shall submit the tender documents with duly sign on every page
42. The agency / organization shall be solely responsible for redressal of grievance
43. The Tenderer not be responsible for any financial loss or any injury to any person deployed by the agency.
44. The Agency / Organization shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other agency or organization.
45. The Agency / Organization shall nominate a coordinator which shall be responsible for immediate interaction with the offices of that optimal service could be availed without any disruption.
46. 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 Sarala & Paradeep tourist place.
47. The Sanitation Expert of Tenderer will supervise the sanitation work.


Additional District Magistrate.
Jagatsinghpur

6.Evaluation Criteria

(a). Only those Bidders who meet the minimum eligibility criteria shall qualify for financial bid opening . The lowest bidder(L1) will be the preferred bidder.

2.The Technical proposal will be opened in the presence of the Bidder/their representatives Only 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.

3.The Financial proposal will be opened in the presence of the Bidder/their representatives. The Financial proposal with the lowest cost shall be marked as the First Rank Applicant while the nest lowest Financial proposal shall be marked as the Second Rank Applicant and so on. If the financial bids are same for two or more no of bidders it will be decided based on result of the lottery in presence of the bidders or their authorized representatives.

4.Evaluation committee will evaluate the technical & Financial Bid and submit their reports to the competent authority.

5. The selected bidder shall be the First Ranked Applicant. The Second Ranked Applicant and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the First Ranked Applicant withdraws or fails to comply with the requirements specified in the RFP.

6. For the purpose of evaluation the financial proposals, the Least Cost quoted by the Bidder shall be inclusive of all taxes and statutory dues.

7. The successful bidder may call for the negotiations by the Authority if required.

7.Number of Proposals

A bidder is eligible to submit only one proposal for this project.

8.VALIDITY OF BID

Proposal shall remain valid for 90 days from the last date of submission of proposal

9.DISPUTE

All legal dispute are subject to the jurisdiction of Courts of Jagatsinghpur District

10.ADDENDUM/CORRIGENDUM/NOTICE

Any Addendum/Corrigendum/Notice etc for this assignment issued by the Authority will be hosted only in the web site of the District Administration.

11. ACKNOWLEDGMENT BY THE BIDDER

It shall be deemed that by submitting the proposal, the agency has made a complete and careful examination of the RFP, general conditions of contract, submission formalities and evaluation mechanism received all relevant information requested from the authority, acknowledgement and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of the Authority satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under agreed to be bound by the undertaking provided by it under and in terms hereof. The authority shall not be liable for any mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation documents or the selection process including any error or mistake therein or in any information or data given by the Authority.

12. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, the Authority reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. The Authority also reserves the right to reject any proposal if

- (a) At any time, a material misrepresentation is made or uncovered, or
- (b) The Agency does not submit sufficient information as being asked for.

13. PRE -PROPOSAL MEETING

Bidders requiring any clarification on the selection process may send their queries to the authority via email in the mail id admjso.od@nic.in prior to the pre-proposal meeting & attend the meeting too. The queries shall be sent before pre-proposal meeting & the compliance to above queries may be uploaded to the web site of the concerned district administration.

The Pre-Proposal Meeting will be held in the office chamber of the Authorized Officer of the concerned district administration at the above-mentioned time and date on the Cover page titled Schedule of Bidding Process. The authorized representative along with letter of authorization shall be eligible to attend the pre-proposal meeting and technical/financial openings for the said project.

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal due date. The responses will be sent by e-mail. However, the Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

14. Bid Schedule

Sl No.	Description	Date
1	Issue of Advertisement & Uploading of EOI	13.11.2025
2	Last date of receiving Queries in e-mail of the concerned district administration	19.11.2025
3	Site visit of Pre-proposal meeting at office chamber of the Authorized Officer of the concerned district administration	21.11.2025 at 11.00 AM
4	Replies to the queries & issue of addendum, if any	21.11.2025
5	Last Date of submission of Proposals through Speed Post / Regd. Post / Courier	26.11.2025 by 05.30 PM
6	Opening & Evaluation of Technical Bid	27.11.2025 at 11.00 AM
7	Opening of Financial Bid	Intimated later

15. Submission of Proposal – Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and super scribed in the following manner.

Part-A – Technical Proposal as per the Format attached in the Annexure I, II, III, IV of this RFP

Part B – Properly sealed Financial Proposal in the specified format as per Annexure V of this RFP

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

Part – A :

Technical Proposals for

“SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT

Part – B :

Financial Proposals for

“SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT

Both the envelopes i.e envelop for Part-A and envelope for Part – B must be packed in a separate sealed outer cover and clearly super scribed with the following :-

Proposal for

SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT

//18//

The Bidder's Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Authority at the following address through **SPEED POST/REGD.POST/COURIOR/DROP BOX INSTALLED AT DISTRICT TOURIST OFFICE, COLLECTORATE, JAGATSINGHPUR**. Bids received through any other mode should be out rightly rejected.

To

**The Collector & District Magistrate,
Jagatsinghpur
At/P.O./Dist-Jagatsinghpur
PIN-754103**

Note :

If the outer envelopes and the financial proposal envelope is not sealed and marked as mentioned above, then the Authority will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected. The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposals, the one described in words shall be adopted.

16.Documents to accompany with

PART – B (Financial Proposal)

The bidder must submit the Financial Proposal as per the format provided in Annexure V by quoting the bid price to operate & maintain this project. Further, the tender shall be finalized basing on the L1 rate quoted by the bidders. The Authority will finalize the tender.

17.Amendment/Modification :

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

18.Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach the Authority at the address, time and date specified in the RFP through **Speed /Regd. Post/Courier/Drop Box**. If the specified date for the submission of proposal is declared as a holiday for the Authority, the proposal will be received up to the appointed time on the next working day.

19. Late Submission

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

20. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by the Authority.

21. Bid Opening

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

Office Chamber of the Additional District Magistrate, Revenue, Jagatsinghpur.

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

22. Award of Assignment

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.

23. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

24. Commencement of Assignment

The selected Agency shall commence the assignment with 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

25. Termination

(a) Termination by the Concerned District Administration.

The Authority may terminate this Contract due to any of the following events of default by the Agency (hereinafter called the "AGENCY Event of Default")

- (i) The AGENCY has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.
- (ii) Any representation made or warranties given by the AGENCY under this Contract is found to be false or misleading.
- (iii) The Agency has been adjudged as bankrupt or become insolvent.
- (iv) The AGENCY has created any encumbrance, charges or lien in favour of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.
- (v) A resolution for voluntary winding up has been passed by the shareholders/partners of the AGENCY.
- (vi) Any petition for winding up the consultant has been admitted and liquidator or provisional liquidator has been appointed or the consultant has been ordered to be wound up by court of competent jurisdiction, except for the purpose of amalgamation or reconstruction with the prior consent of the concerned District Administration, provided that, as part of such amalgamation or reconstruction and the amalgamated or reconstructed entity has unconditionally assumed all surviving obligations of the AGENCY under this Contract.
- (vii) It has been proved beyond reasonable doubt that consultant has been partly to or has allowed any unlawful activity during the Contract Period;
- (viii) The AGENCY has abandoned the Project:- District Administration reserves the right to terminate the Contract with a prior notice period of at least 30 days to the AGENCY

(b.) Force Majeure

For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations impossible or impractical as reasonable to be considered impossible in the circumstances

Any of the following events which are beyond the control of the party claiming to be overcome or prevent despite exercise of due care and diligence, and result in material adverse effect shall constitute Force Majeure Event.

- (a) Earthquake, flood, inundation and landslide
- (b) Storm, tempest, hurricane, cyclone, lightning, thunder or other extreme atmospheric disturbances
- (c) Fire caused by reasons not attributable to the operator or any of the employee, or agents of the operator
- (d) Acts of terrorism
- (e) Any judgment or order of a Court of competent jurisdiction or statutory authority in India made against the employer/operator in respect of the contract in any proceeding which is non-collusive and duly prosecuted.
- (f) Early termination of this agreement for reason of national emergency or national security.
- (g) War, hostilities (whether declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military actions, civil war, ionizing radiation, contamination by radioactivity from nuclear fuel. Any nuclear waste, radioactive toxic explosion, volcanic eruptions.

Force Majeure shall not include:

- a. Any event which is caused by the negligence or intentional action of party or such party's agent or
- b. Any event which a diligent party could reasonably have been expected to both (a) take into account at the time of the conclusion of this contract and (b) avoid or overcome in the carrying out its obligations employees, nor hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

26. Resources to be deployed:

The selected Bidder shall deploy minimum number of field staffs for 5 km stretch with 150 mtrs-250mts width after the signing of the agreement with 7 days. The field staffs should not be below the age of the 18 years & the wages for the field staffs should be as per the norm of the Labour Commission, Odisha Notification. The selected agency will provide the uniform after the approval of the concerned district administration.

27. Check List of submissions (in official pad of the Bidder)

Sl. No.	Particulars	Submission by Bidder Yes/No/NA	Page No. of the supporting documents
1	Tender Document Fee of Rs.10,000/-		
2	EMD of Rs.2,00,000/-		
3	Self-declaration of non-blacklisting (in official pad)		
4	Annexure-I Covering Letter (in official pad)		
5	Annexure-II Details of Applicant (in official pad)		
6	Annexure-III Details experience of the Bidders (in official pad)		
7	Annexure – IV Financial Capability of Bidder(in official pad)		
8	Annexure -V Financial Proposal (in official pad)		

The bidder shall ensure all the documents should be furnished with self-attested with official stamp and all the pages should be numbered.

The bidder shall ensure all the documents should be furnished chronologically as per the check list with indicating the page number

This check list should be accompanied with the tender document.

Signature, name and designation of the
Authorized Signatory with name and seal of Bidder

//23//

Annexure – I

Covering Letter
(on the Letterhead of the applicant)

Letter No. _____ / Date _____ /

To

**The Collector & District Magistrate,
Jagatsinghpur
At/P.O./Dist-Jagatsinghpur
PIN-754103**

Ref:-"SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA
TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT

1. With reference to your REP document _____ dated _____ I, having examined the REP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with supporting documents are true and correct; nothing has been emitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that,
 - (a) I have examined and have no reservation to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the REP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or nay government, Central or State; and

- (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the REP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
- (d) The undertakings given by us along with the Application in response to the REP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the REP document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
13. In the event of my/ our being declare as the Selected Bidder, I/We agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer EMD/BID Security of Rs _____/- (Rupees _____) only of DD No _____ to the Authority in accordance with the REP Document of Rs. _____/ (Rupees _____ only) of DD No. _____
16. The documents accompanying the Technical BID, as specified in the REP, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project/Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the REP, draft Agreement, our own estimate or costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.

//25//

19. I agree and undertake to abide by all the terms and conditions of REP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the REP.
21. I hereby certify that we have not changed any quantity as mentioned in the REP and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.
22. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit the BID under and in accordance with the terms of the REP document.

Yours faithfully,

Date :

Place :

Signature, name and designation of the
Authorized Signatory with name and seal of Bidder

//26//
Annexure – II

Details of Applicant
(On the Letter Head of the Applicant)

SI No.	Details of the Applicant on official Letter Pad			
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.2,00,000/-	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 Odisha?			
14	Full address of Registered Office in Odisha			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in Odisha			
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, name and designation of the Authorized Signatory with name and seal of Bidder

Annexure-III**Details of the Experience of the Bidder**

SI No	Parameters	Remarks
1	Project Title	
2	Location	
3	Name of Client	
4	Total Value of work order (in India Rupees)	
5	No. of manpower supplied	
6	Period of services rendered by the Applicant (Start date and End date)	
7	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, name and designation of the Authorized Signatory with name and seal of Bidder

//28//

Annexure- IV

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 Accountant

Signed

Signature of CA/ Statutory Auditors
(Name of the Authorized Signatory)

(with seal & registration no.)

Place:

Date:

Signature, name and designation of the Authorized
Signatory with name and seal of the Bidder

//29//

Annexure -V

FINANCIAL PROPOSAL

In letter Head of the Bidder

To

The Collector & District Magistrate,
Jagatsinghpur
At/P.O./Dist-Jagatsinghpur
PIN-754103

Ref: "SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT"

We, the undersigned, offer to provide the agency services for the SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA TEMPLE/PARADEEP IN JAGATSINGHPUR DISTRICT

"In accordance with your Request for proposal dated _____ and our Financial Proposal (For 3 years) as per details mentioned below.

Sl No.	Name of Work	Quantity	Rate per Unit	Amount	Remarks
1	"SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAASARA RALA TEMPLE/ PARADEEP IN JAGATSINGHPUR DISTRICT"	a) Manpower (Including supervisor)-(Requirements to be updated by respective District Administration)	The quantity against each item to be specified the respective District Administration		1.Detail breakup with rate to be given 2.The respective District Administration shall determine the minimum manpower requirement, number of vehicles to be engaged, logistics, manual/mechanical cleaning needs and other miscellaneous items necessary for the specific location.
		b) Vehicle to be engaged (Requirements to be updated by respective District Administration)	The quantity against each item to be specified the respective District Administration		
		c) Logistics- (Requirements to be updated by respective District Administration)	The quantity against each item to be specified the respective District Administration		
		d) Mechanical/Manual Cleaning- (Requirements to be updated by respective District Administration)	The quantity against each item to be specified the respective District Administration		
		e) Miscellaneous- (Requirements to be updated by respective District Administration)	The quantity against each item to be specified the respective District Administration		
		f) Service Charges (Minimum 3% to Maximum 7%)-(for item a only)			
		Total (a+b+c+d+e+f)			
Total Amount in words					

//31//

Note:

The amount to be quoted shall be exclusive of all Taxes

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

Signature, name and designation of the Authorized
Signatory with name and seal of the Bidder

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

“SELECTION OF AN AGENCY FOR SAFETY, SECURITY AND SANITATION AT MAA SARALA
TEMPLE/ PARADEEP IN JAGATSINGHPUR DISTRICT”

M/s _____ Address _____

_____ Herein 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]
[Hereinafter referred to as 'the Bank'] at the request of the Bidder do hereby unequivocally and
unconditionally guarantee and undertake to pay during the above said period, on written
request by the **Concerned District Administration** an amount not exceeding
INR _____ to the Authorised Officer, Concerned District Administration 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 Authorised Officer, **Concerned
District Administration** stating that the amount claimed is due by way of loss or damage caused
to or would be caused to or suffered by the Authorised Officer, **Concerned District
Administration** 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 **Concerned District Administration** any money so demanded notwithstanding any dispute or disputes so raised by the bidder in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, 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 **Concerned District Administration** further agree that the guarantee herein 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 **Concerned District Administration** under by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Executive Officer, **Concerned District Administration** 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 thereafter.
5. We, the Bank or our local branch in **Concerned District Administration** further agree that the Executive Officer **Concerned District Administration** 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 Executive Officer **Concerned District Administration** 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 Executive Officer of the concerned district administration or any indulgence by the Executive Officer **Concerned District Administration** 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 **Concerned District Administration** 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 **Concerned District Administration** in writing.

//34//

We, the Bank further agree that this guarantee shall also be invocable at our place of business in
Concerned District Administration

Dated _____ Day of 2024

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 of Rs.100/- shall be purchased in the name of the Bank, which has issued the bank guarantee.

Authorised Officer
Concerned District Administration