

## Office of the Deputy Commissioner, Deoghar

### **SHORT NOTICE TENDER**

Sealed tenders are invited on behalf of Deputy Commissioner Deoghar from the eligible experienced Contractors / Agency /Organization for solid waste management and sanitation work in Shrawni Mela area at Deoghar.

The schedule of Dates for Tendering is as under:-

Sr.N	Activity	Date	Time
1.	Date of Tender published	28.06.2017	2.00 PM
2.	Bid Document Download / Sale start date	28.06.2017	
3.	Bid Document Submission start date.	28.06.2017	
4.	Bid Submission Closing Date ( Technical as well as Financial )	04.07.2017	3.00 PM
5.	Technical Bid Opening Date	04.07.2017	3.30 PM
6.	Financial Bid opening Date	05.07.2017	5.00 PM

The Deputy Commissioner, Deoghar office of the Deputy Commissioner reserves the right to reject any tender without assigning any reason.

Further Details can be obtained from the office of the Deputy Commissioner, Deoghar during office hours or from the website <http://deoghar.nic.in>

Deputy Commissioner  
Office of the Deputy Commissioner

**The RFP (Request for Proposal)/ Tender  
documents  
For the Work of**

**Name of Work:** Selection of Service Provider for solid waste management and sanitation work on the occasion of Shravani Mela Deoghar from Date:09.07.2017 to 08.09.2017.

**Office of the Deputy Commissioner Deoghar.,  
Deoghar.**

**June, 2017**

## **Table of Contents**

<b><u>Sr. No</u></b>	<b><u>Contents</u></b>
----------------------	------------------------

1. Particular of Tender
2. Instructions to Applicants.
3. Scope of work.
4. Tender Form Technical & Financial.
5. Certificate

## 1. PARTICULARS OF TENDER

<b>1</b>	<b>Tender Notice No.</b>	<b>Tender No.:</b>
2	Particulars of the work	solid waste management and sanitation work in Shrawni Mela area at Deoghar
3	Estimated Budget of Contract	2.28 Crores (Rs. Two Crores Twenty Eight Lacs Only)
4	Period of contract	2.0 Months
5	Cost of tender document	Rs. 1000.00 (inclusive of trade tax)
6	Last date/ time of submission of Bid	<b>04.07.2017 3:00 PM</b>
7	Amount of Earnest money	Rs. 2,00,000 in the form of Bank Guarantee / banker's cheque/FDR drawn
8	Validity of offer for acceptance	Two Months from the date of opening of the bid
9	Date and Time of opening of technical bid	<b>04.07.2017 3:30 PM</b>
10	Date and Time of opening of Financial bid	<b>05.07.2017 5:00 PM</b>
11	Place of opening of tender	Office of the Deputy Commissioner, Deoghar.
12	Solvency of the Firm	1 Cr. by Nationalized Bank/ Scheduled Bank

Proposal shall be accompanied by EMD of Rs. 2,00,000/- (Rupees Two Lacs only). EMD shall be either in the form of a Bank Guarantee / banker's cheque/FDR drawn in favour of the Deputy Commissioner, Office of the Deputy Commissioner, Deoghar on any Nationalised/scheduled bank and payable at Deoghar.

## 2. Instructions to Applicants

### MODE OF SUBMISSION OF TENDER:

1. Only sealed tenders shall be addressed and submitted to the Office of the Deputy Commissioner Deoghar, Jharkhand, Either by Hand or through Speed post/Registered Post.
2. The bidders are required to submit two bids, i.e. **Technical bid** and **Financial bids** in the prescribed formats i.e. Annexure-I and " (available on <http://deoghar.nic.in> for further information). In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotations for his charges. It should be written boldly on top of the both envelopes as **TECHNICAL BID** and **FINANCIAL BID**. Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with **QUOTATION FOR SOLID WASTE MANAGEMENT AND SANITATION WORK IN SHRAWNI MELA AREA AT DEOGHAR** on top. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bid of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.
3. Quotation should reach the Office of the Deputy Commissioner, Deoghar by 04.07.2017 by 03.00 p.m or before. The Technical bid will be opened on 04-07-2017 at 3.30 P.M. in the conference room, Office of the Deputy Commissioner Deoghar in the presence of the applicants or their representative, who wish to remain present.
4. This office reserves the right to postpone/ and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
5. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.
6. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms conditions contained herein and submit the same.

**ANNEXURE - I**  
**Technical Bid**

**1. Eligibility Criteria for Bidder :-**

Following conditions must be fulfilled by the bidder. The required details and supporting documents in this regard should be submitted along with the form for Technical bid (Tender Form- A). All the documents should be numbered and enclosed as annexure with the technical bid.

i).The applicant Contractor/Agency should have Experience of at least one work of supplying manpower for sanitation work in Mela/National & State level Events or similar nature of work in last five years (Hiring of manpower) for various work.

ii).The applicant's annual turnover of last 3 years should not be less than 3 Cr. and the net worth should be equal to or more than Rs. 1 Cr. for the year ending 2017 in this regard copies of the Audited Balance Sheets, Profit & Loss A/C should be enclosed.

iii).The applicant agency should have a reputed client base. The client list along with proof of work, completion certificate received from some reputed govt. department should be submitted in support of, the same.

iv). The agency should have a single work order of providing 400 man power for the same work or 2 work order of 300 manpower's or 3 work orders should be of 220 manpowers.

v). The applicant should also furnish copies of all the registration certificates under the various rules & regulations as applicable in its case such as EPF, ESI & Service Tax Registration.

vi). Firm should enclose the copy of Valid labour license.

vii). The agency should be enlisted with any govt. Dept. for the same nature of work.

vii). The agency should have been maintaining the quality standard of work as per ISO for the last 2 years.

viii.) The applicant should have bank solvency of Rs 1 crore.

**Note:- The Department reserves the right to relax all or any of the aforementioned conditions if adequate numbers of bids are not received.**

## **FINANCIAL BID**

The price bid should be submitted in the form given in Tender Form– B. Following points should be taken into consideration while making price bid.

i). All the rates must be written both in figures and words. Corrections, if any, should be authenticated by countersigning.

ii). The rates quoted should be exclusive of any taxes, Govt. duties etc. as applicable.

However,

iii). Details of all applicable taxes with rate may be mentioned.

Deputy Commissioner  
Office of the Deputy Commissioner,  
Deoghar

### **3. SCOPE OF SERVICES**

#### **Work to be carried out as per this contract are :-**

- A. Working hours 08 hours per shift or as per direction by the Deputy Commissioner, Office of the Deputy Commissioner, Deoghar. For various services as required to be provided by the contractor on daily basis are given below:-
1. Contractor should have to supply the required manpower of Unskilled, Semi-killed, Skilled & Hi-Skilled for the purpose of various work. The list is enclosed Below

	<b>Particular</b>	<b>No of days</b>	<b>No of Manpower</b>
	<b><i>From 9th July to 8th August</i></b>		
	Un-skilled Labour	31	607
	Driver for Tata Ace	31	42
	Supervisor	31	30
	Manager	31	2
	<b><i>From 9th August to 24th August</i></b>		
	Un-skilled Labour	15	405
	Driver for Tata Ace	15	28
	Supervisor	15	20
	Manager	15	2
	<b><i>From 25th August to 8th September</i></b>		
	Un-skilled Labour	15	304
	Driver for Tata Ace	15	21
	Supervisor	15	15
	Manager	15	2

2. Contractor will be responsible for road cleaning of kanwaria path Approx. 21 Km in length. Road Cleaning work shall start from Baghmara Bus stand to Shivganga via B. N Jha path, BamBam Baba Path, Shivganga and from Sivganga to Kumaitha Stadium via Jalsar Road, Parmeshwar Dayal Road, Kalibari Chowk, Nandan Pahar WTP, Kumaitha Stadium and from Kumaitha Stadium to outside of Baba Baidyanath Mandir. Contractor shall deploy sufficient manpower preferably 1 (One) labour per 350 meter length of Road for cleaning of road and removal of collected material in all three shift.
3. Contractor will remove garbage from kanwaria path mandir parishar, Police Camps , Camp office. The labour deployed for road cleaning shall also remove garbage from their stretch and shall deposit the garbage into 1800 Ltr capacity Auto Tipper. Contractor has to fix at least 7 exit sites to station Auto tippers and shall deploy minimum 8 Auto tippers on rental basis. Contractor shall deply 6 numbers of water

tanker with jetting devices to clean the roads on rental basis. Contractor shall supply 61 wheel barrow of 90 Ltr capacity and 40 stand mounted twin litter bin of 110 Ltrs each. These bins and wheel barrow will be handed over to Nagar Nigam Deoghar after completion of work.

4. Contractor will be responsible to clean the all public toilets in mela area or path and toilets provided in Police camps and removal of its waste water & Rejections.
5. Contractor will be responsible to control the mosquito, insect by spraying insecticide & fogging. Contractor shall have sufficient stock of disinfectant
6. Contractor will be responsible for Cleaning of peripheral of Shiv Ganga & Temple area on periodic basis.
7. Contractor will be responsible to Collect all floating material from shiv ganga bank, rejected wet old cloths, phool-mala & all waste.
8. Contractor will provide all required Cleaning Materials, Disinfectant, Vehicles tools & Equipments. List and quantity of cleaning agents and disinfectants are as under

Particulars	Unit	Approximate Quantity
Lime	Kg	2500
Stable Bleaching Powder	Kg	5000
Phenyl (Black)	Ltr	1000
Novan	Ltr	500
Acid	Lrr	200
Difubenzuron 2% Gr	Kg	15
Kingfog 1.25% ULV	Ltr	50
Half Masks And Quarter Masks	No	30000
Gloves	No	2024
Jacket for Labors	No	607
Quick Bayt 0.5% RB	Ltr	25
Dande wali Jhadu	No	607
Gum boot	No	607
Deodorizer Liquid	Ltr	250
Deodorizer Powder	Kg	250
Phenyl white (ISI mark)	Ltr	2856
Perfume based hygiene floor wash (concentrate)	Ltr	200
Liquid hand wash	Ltr	350
Gulfawdi	No	130
Fawde with Handle	No	250
Genti with Handle	No	130
Badi tagari	No	250
Choti tagari	No	1100

Plastic bucket/ bags	No	1300
----------------------	----	------

9. Contractor will provide all types of Safety materials & Equipments.
10. Contractor will provide vehicle for lifting of garbage on rotation basis.
11. Contractor will provide uniform and Identity Card to all the workers.
12. The attendance of the workers shall be done through biometric system & daily attendance report to be submitted to authority.
13. Contractor shall establish a control room for GPS tracking facility of supervisors (GPS band/smart phone) along with toll free number for the complaints. The complaints on the toll free number shall be attended within 2 Hrs.
14. All the supervisors and the managers shall be equipped with wireless/modern communication system. Contractor shall provide 30 wireless inbuilt with GPS system.
15. The contractor will take instruction from the officers authorized by the Deputy Commissioner, Office of the Deputy Commissioner, Deoghar.
16. The persons engaged by the contracting agency will be in the employment of the Agency only.
17. The personnel should be punctual and should complete the work assigned to them promptly and meticulously. The person if not found working satisfactorily, must be replaced by the Service Provider on notice of three working days.
18. The personnel should report to the officer-in-charges assigned by the Office.
19. Contractor shall provide two Toll free number dedicated for the “Shrawani Mela” Sanitation Services for round the clock service.
20. The Contractor will have to establish a Control Room with adequate number of staffs to attend and the calls at Toll Free number and provide or manage the services called for.
21. The Contractor will have to ensure the Redressal of the Complaint within 3 hours.
22. The Contractor shall maintain complaint registers and response record.
23. The Contractor shall provide complete list of the Manpower with their duties and responsibilities and mobile numbers to command proper services.

24. The Contractor will have to make arrangement for Biometric attendance of the staffs and labours and submission of the record of every shift latest by next day before 05:00 PM. Contractor shall provide 8 Numbers of Bio-metric devices for attendance.
25. The Contractor should ensure presence of Man Power for every work for round the clock services.
26. Contractor will have to provide Geo tagged photographs of field work for every shift, at intervals of 2 hours, by keeping dedicated supervisors for this work.
27. Contractor will have to provide Geo tagged Photographic reporting of each vehicle collecting the waste on daily basis for every shift and trip.
28. Contractor will have to provide Geo tagged Photographic reporting of each vehicle for every trip at dump site.
29. Contractor shall maintain availability of consumable materials for sanitation purpose.
30. Contractor shall maintain inventory register and should ensure the availability of all related materials, chemicals and equipment for maintaining the continuity of the services.
31. Contractor shall provide Wireless Communication Devices with GPS tracking system to all the supervisors and Control Room Staffs.
32. Contractor will have to make arrangements and provide complete access to the Officials of The Department and to the Staffs of The Project Monitoring Consultant for inspection and verification of the services.

## **Terms & Condition**

### **Doing Integrated Cleaning Work during the Shrawani Mela under OFFICE OF THE DEPUTY COMMISSIONER, DEOGHAR.**

Whereas, the Office of the Deputy Commissioner, Deoghar desires to hire the Contractor to provide Manpower for various works (Hiring of manpower for various work) in Shrawani Mela, Deoghar.

#### **Term of contract :-**

1. The term of contract is valid for Shrawani Mela Period. However, The Deputy Commissioner may at its discretion, opt for further extension of this contract for a further period of 15 days.
2. All Central Govt / State Govt etc charges/taxes to be paid by the contractor. Tender rate should be inclusive of all taxes & statutory charges.
3. The contractor will take instruction from the officials authorized by the Deputy Commissioner, Office of the Deputy Commissioner, Deoghar and / or The Project management consultant.
4. Payment will only be made on the basis of attendance and satisfactory work done report. Deduction of absentees will be done on the basis of current minimum wages.
5. The payment shall be made to the contractor on the weekly basis. At the time of submission of bill for payment, the contractor should submit the proof for the previous payment made towards statutory liabilities like EPF, ESI, Service Tax or other Central/State Govt. taxes enforced etc. in respect of all the engaged personnel.
6. In case of any deficiencies found in services of the contractor, by the Deputy Commissioner, Office of the Deputy Commissioner, Deoghar or his authorized representative, a penalty upto Rs. 1000/- per day shall be imposed by the Deputy Commissioner & same will be deducted from the monthly payment to be made to the contractor.
7. Staff engaged by the contractor must be above 18 years of age as per the Rule of Labour Dept.
8. Contractor will have to provide extra man-power for special occasion for sanitation such as inspection of VIP visit or Order by Deputy Commissioner.

9. The work of the worker, if not found satisfactory, must be replaced by the contractor on notice of three working days.
10. The personnel should report to the officer-in-charge assigned by the Office.
11. In context/relation of this contract in case of any dispute, decision of The Deputy Commissioner, Office of the Deputy Commissioner, Deoghar will be final and acceptable by the contractor.
12. In case of any dispute, subject to Jharkhand jurisdiction only.
13. The Service Providers should be registered under the ESI & Provident Funds Acts and other relevant statutory enactments dealing with employment of labour and services. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office.

### **Payment Terms :-**

It will be mandatory for the Bidders to indicate their bank account numbers and other relevant document details will be submitted to board office so that payments could be made. The payment will be made as per the following terms, on production of the requisite documents:

(a). The payment to the contractor will be made on weekly basis subject to satisfactory services during the period. In Case the bill have not been verified on time 65% payment will be released immediately by holding 35% which will be released after submission of all statutory compliances and fulfillment of service level conditions. The payment of statutory charges like EPF, ESI etc. will be made to the contractor in arrears on actual after submission of documentary evidence by the contractor to the effect that these charges have been deposited with the concerned Govt. authorities.

(b) The contract rates shall be based on existing Minimum Wages promulgated by the Labour Department, Govt. of India/state, and will be subject to revision on revision of Minimum Wages by Department of Labour, Govt. of India/state for which intimation letter shall be submitted by the Contractor along with copy of Govt.order to this effect. The payment to the contractor will be enhanced in accordance with revised minimum wages after approval of competent authority.

### **Compliance with Laws and Regulations**

Contractor will comply with any and all federal, state, and local laws and regulations now in effect or hereafter enacted during the term of this Agreement, which are applicable to Contractor, its employees, agents, or subcontractors, if any with respect to the work and services described herein.

### **Contractor Personnel**

A. The contractor shall assign a qualified person or persons to be in charge of operations and shall give the name or names to the Board.

B. The Contractor employees shall wear a clean uniform bearing the Contractor's name and conduct themselves in a professional manner at all times and adhere to the contractor Rule & Regulations.

C. Each employees shall at all times, carry a valid operator's license if they use it.

D. The Undersigned may order the dismissal of any employee of the Contractor who violates any provision hereof or who is want or, negligent, or discourteous in the performance of his duties.

E. The Contractor for reasons of race, creed or religion shall not deny employment.

F. In case the tender date is declared as holiday by government, the tender will be received and opened on next day.

Deputy Commissioner  
Office of the Deputy Commissioner, Deoghar

## **4. TENDER FORM “A”(Technical Bid)**

**(For PROVIDING OF CONSERVANCY SERVICES)**

**Cost of Tender form : Rs. 1000/- Issue or tender form upto 5.00 hrs on -----  
----**

**Earnest money deposit : Rs. 2,00,000/-**  
last date for receipt of sealed tender form .....  
opening of tender : .....

1. Name or Bidder/Organization :
2. Name of Promoter of the Firm :
3. Postal Address :
4. Name & Address of Firm :
5. Description of security :  
Deposit/ Bank Draft / Banker's Cheque  
(please Enclosed)
6. Profile of the company /firm/Tenderer :
7. Technical background/ Experience :  
details (see conditions). Along with  
supporting documents.
8. Details of Earnest money .....dt...../FD/DD/Cash  
vide receipt no.....dated.....
9. Status of the Bidder Firm :  
(Type of firm registered with /proprietors / partnership /NGO/Company)
  - a) **Service tax Registration document.**
  - b) **Certificate of registration with E.P.F. Commissioner.**
  - c) **Certificate of Registration with ESI Corporation.**
  - d) **License issued by Ministry of labour.**

10. Income Tax Return /PAN card

11. ISO quality standard work certificates (if any) :-

12. Turnover with balance sheet & Net worth of the firm:-

13. Enlistment of the firm for the same nature of work .

Signature of authorized Representative

Name of the Authorized Representative

Address of the Agency

Seal of the Agency

## **5. CERTIFICATE**

Name & Complete Address with Telephone No. of the bidder:

This is to certify that I have enclosed copies of following documents in support of my Tender  
As Detailed Below:

Sl No.	Type of Document		Status "Yes" / "No"
1	Document showing registration with Commissioner, Employees Provident Fund Commissioner, Employees Provident Fund		
2	Document showing registration with ESI Corporation		
3	Document showing registration with Service Tax Deptt.		
4	Document showing registration with Labour license		
5	Income Tax Return		
6	Proper methodology of the work		
7	List of clients for showing experience in the same field		
8	Annual Turnover of 3 financial year		
9	ISO Quality Standard Work Certificate		
10	Net worth of the firm		
11	Bank Solvency		
12	Experience Certificates for Eligibility		

Signature of Bidder / Agency Head

Name of the Organization Head

Address of the Agency

Seal of the Agency

**TENDER FORM “B” (FINANCIAL BID)**

<b>Sr. No.</b>	<b>Description of Manpower</b>	<b>Unit</b>	<b>Total Man days for Unskilled Labour</b>	<b>Rate per Labour Rs.</b>	<b>Amount</b>
1.	Solid waste management and sanitation work in Shrawni Mela area at Deoghar. Cost of work calculated as per unit cost of unskilled manpower		<b>29452</b>		
2.	GST% (If applicable)				
	<b>Grand Total A.</b>				

I/We have read the terms and conditions of the tender and seen the site and shall abide by the same. I / We, also indicate that, for various work (Hiring of manpower) shall be done time to time.

Signature of Tenderer

Dated: .....

With Name

Place:.....