



## OFFICE OF THE BARIPADA MUNICIPALITY

BARIPADA, MAYURBHANJ- 757001

### Expression of Interest

No. 5739

Dated: 11-09-2024

1. Baripada Municipality invites sealed proposal in conformity with RFP documents in Two Bid System (Part-I: Technical Bid and Part-II: Price Bid) from Company/ trust/ society/ NGO/ government owned entity/ individual/ proprietary registered under relevant statute and in operation for at least 1 year during the last 5 years to be selected as operator to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in Baripada town. The work details are mentioned below. More details on the services are provided in the Terms of Reference in this RFP document.

Sl.No	Name of Work	Contract Period	Cost of bid document in Rs. (Non-refundable)	EMD in Rs.	Last Date & Time of Sale of Bids.	Last date & time for submission of bids
1	2	3	4	5	6	7
1	Selection of Operator to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in Baripada town.	3 (Three) Years	5,000/- + 18% GST = Rs. 5900/- (Rupees Five thousand nine hundred only)	25,000/- (Rupees Twenty-Five Thousand Only)	Up to 5.30 P.M dated 25.09.2024	Up to 4.00 P.M dated 26.09.2024

1. The details of the bid & bid document can be down loaded from the Govt. website: [www.mayurbhanj.odisha.gov.in/www.baripadamunicipality.in](http://www.mayurbhanj.odisha.gov.in/www.baripadamunicipality.in) from 11 A.M. on 12.09.2024 to dt.25.09.2024 up to 1.00 P.M.
2. The Bid documents (RFP) can also be obtained directly from the office of Baripada Municipality (in shape of CD media) on or before the last date and time of sale on payment of cost of bid documents Rs. 5,900.00 (Rupees Five thousand nine hundred only) in shape of account payee demand draft drawn in any Nationalized Bank drawn on or before the last date of sale of bid documents, in favour of the Executive Officer , Baripada Municipality payable at Baripada .
3. The bid must accompany with the cost of bid document (for downloaded RFP document) & EMD of required value as specified above in shape of Bank demand draft drawn in any Nationalized Bank in favour of 'the Executive Officer , Baripada Municipality payable at Baripada failing which the bid shall be out rightly rejected.
4. The sealed Tender shall be received in the office of the Executive Officer, Baripada Municipality through Registered Post & Speed Post only addressed to the Executive Officer, Baripada Municipality , Baripada on or before Dt. 26.09.2024 up to 4.00PM. The authority will not be held responsible for the postal delay (if any) in delivery of the document & non receipt of the same in time.
5. A pre-bid meeting shall be held at 11.00 A.M. on 20.09.2024 in the conference hall of Baripada Municipality located Baripada for clarification, if any.
6. A bidder can submit only one bid against the work. Submission of more than one bid by a bidder against the work will be liable for rejection of all such bids.
7. The bid Part-I (General & Techno commercial) will be opened at 11.00 A.M. on 27.09.2024 in presence of the bidder or their authorized representatives only in the conference hall of Baripada Municipality located Baripada. The opening of price bid will be intimated to the bidders qualifying in the General & Techno commercial bid subsequently.

This RFP is not an offer and is issued with no commitment. Baripada Municipality reserves the right to amend or withdraw any of the terms and conditions contained in the RFP document at any stage. Baripada Municipality also reserves the right to reject any or all bidder should it be so necessary at any stage, without giving any notice or assigning any reason. The decision of Baripada Municipality in this regard shall be final and binding on all.

Memo No. 5740 / Dated 11.9.24

  
Executive Officer  
Baripada Municipality  
11/9/24

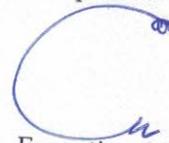
Copy forwarded to the Gen & Misc section, Collectorate, Mayurbhanj, Baripada/P.D., DRDA, Mayubhanj/PA, ITDA, Baripada/ Sub-Collector, Baripada/BDO, Baripada/Tahasildar ,Baripada/Ex, Eng. ,PWD (R&B) ,Division, Baripada/ Ex, Eng. ,PHED ,Division, Baripada/D.I & PRO, Mayurbhanj ,Baripada for information. They are requested to publish the EoI in their office notice board for wide publicity.

Copy to Municipal Office Notice Board for wide publicity.

Memo No. 5741 / Dated 11.09.24

  
Executive Officer  
Baripada Municipality  
11/9/24

Copy forwarded to the DeGM, Mayurbhanj and necessary action with a request to publish the EoI in the District website for wide publication.

  
Executive Officer  
Baripada Municipality  
11/9/24

**CHAPTER - 1**  
**INSTRUCTIONS TO BIDDER**

**A. GENERAL**

**1.1 Definitions:**

- (a) "Authority" means the Urban Local Body with its office at Baripada represented by its Municipal Executive Officer or his authorized representative.
- (b) "Bidder" means any entity as defined in the RFP that provides the services to the Authority under the contract. The term Service Provider/Agency/Operator, used in the bid document interchangeably would mean the bidder.
- (c) "Contract" means the contract signed by the parties along with all attached documents listed in the Bid Document
- (d) "Day" means a calendar day.
- (e) "Fleet" shall mean 02 nos. of Cesspool vehicles procured by Authority, whose right to use is given to the Operator by Authority for the purposes of undertaking septage collection and transportation in the town, in accordance with the terms of this Agreement.
- (f) "Government" means the Government of Odisha.
- (g) "Personnel" means professionals and support staff provided by the bidder and assigned to perform the services in full or in any part thereof.
- (h) "CC" means conditions of contract as laid down at chapter 3 of the bid document.
- (i) "RFP" means Request for Proposal and is the document which provides bidder all information needed to prepare their proposals.
- (j) "Service/Services" means the work performed by the bidder / service provider pursuant to the Contract. Project and service are interchangeably used in this document.
- (k) "Service area" means the area defined in clause 3.6 of this RFP
- (l) "Terms of Reference" (ToR) means the document included in the bid document at chapter-2, which explains the objectives, scope of work, activities, tasks to be performed, time line and deliverables of the assignment.

**1.2 Background**

The ULB proposes to undertake desludging of septage from Households and commercial establishments. To undertake management of seeptage, the ULB intends to select an operator to carry out fleet management of Cesspool vehicles towards desludging of septage, collection & transportation of septage collected to treatment/disposal facility designated by the ULB. The private operator(s) will have to deploy staff and carryout operation and maintenance including fuel charges in order to collect and transport septage from each household and all commercial establishment in the area designated by the ULB through three nos. of Cesspool Vehicles procured by the ULB. It is envisaged that each vehicle has to provide service to minimum six applicants per day or the number of application logged, whichever is less. The technical specification of the Cesspool vehicles procured for the purpose is given in Annexure-1 of this RFP.

With the objective of providing best sanitary conditions to the citizens, the Baripada Municipality will carry out a transparent competitive bidding process for finalization of operator (s), who shall be responsible for delivering services as specified in the ToR.

**1.3 Location**

The service shall be performed in the geographical area of the baripada municipality and neighboring rural area as decided by the ULB from time to time.

#### 1.4 BID description

Baripada Municipality intends to engage agencies through an open competitive bidding process in accordance with the procedure set out herein.

In accordance with the provisions, the Operators are required to be engaged to carry out fleet management of Cesspool vehicles towards desludging of septage, collection & transportation of septage to treatment facility.

#### 1.5 Service Period

The Agency shall be responsible for collection & transportation of septage for 3(Three) year.

#### 1.6. Site visit and Due diligence by Bidder

1.6.1 Bidder is encouraged to gather full information about the assignment the local conditions, applicable law and any other relevant information, before submitting the Bid Document, by paying a visit to Baripada Municipality area and the Project site.

1.6.2 Bidder can meet the Municipal Authorities during office hours on any working day prior to submission of the Bid to gather information about the project.

#### 1.7. Availability of Bid Document

Bid Documents can be downloaded from the Govt. website: [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) and [www.baripadamunicipality.in](http://www.baripadamunicipality.in) or can be purchased from the addressee set out in Clause 1.9.

#### 1.8. Validity of the Bid

1.8.1. The Bid shall be valid for a period of 180 (one hundred eighty) days from the due date of submission of Bid Documents.

1.8.2. A Bidder agreeing to the validity extension request will not be permitted to modify his bid, but will be required to extend the validity of his EMD.

#### 1.9. Bid Data Sheet

Availability of Bid Document	Bid Documents can be downloaded from the Govt. website: <a href="http://www.mayurbhanj.odisha.gov.in">www.mayurbhanj.odisha.gov.in</a> / <a href="http://www.baripadamunicipality.in">www.baripadamunicipality.in</a> .
Cost of Bid Document	Rs. 5,000.00 + 18% GST = Rs. 5,900.00 (Rupees Five Thousand nine hundred Only) which is non-refundable.
Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty -Five thousand Only)
Downloading of Bid Document	From 5.30 P.M on 12.09.2024 up to 25.09.2024
Date of Pre-bid meeting	11.00 A.M. on 20.09.2024
Place of pre-bid meeting	Conference hall of Baripada municipality located at Golapbag w.no-04
Last Date of Receipt of filled up Bid Document	Up to 4.00 P.M. on 26.09.2024.
Date & Time of Opening of Techno Commercial Bid	At 11.00 A.M. on 27.09.2024
Date & Time of opening of price bid	At 12.00 P.M. on 27.09.2024
Address for Communication	The Executive Office, Baripada Municipality, Address: Baripada, Dist- Mayurbhanj. Phone : 06792-252703 Fax : 06792-252703 Email: - baripadam.hud@nic.in (All communications, including the envelopes, should contain the

following information, to be marked at the top in bold letters: - "BID DOCUMENT FOR SELECTION OF OPERATOR TO CARRY OUT FLEET MANAGEMENT OF CESSPOOL VEHICLES TOWARDS COLLECTION & TRANSPORTATION OF SEPTAGE GENERATED IN BARIPADA ULB".)

#### 1.10 Eligibility

The bidders are eligible to participate in the bid subject to fulfilment of both technical & financial eligibility criteria as detailed below. The bidder shall submit credential certificate from the Authority in support of proof of their eligibility, along with bid.

##### Technical eligibility criteria

- a) A bidder may be a Company/trust/society/NGO/government owned entity/ individual/ proprietary registered under relevant statute and in operation for at least one year.
- b) Bidders should be in the business of managing vehicle fleet (more than 2 four wheel vehicles) either self-owned or hired for at least one year during the last 5 years. Evidentiary proof in the form of contract/ document for carrying out business to be enclosed with bid.
- c) The bidder should have a valid PAN and Service tax registration certificate

##### Financial eligibility criteria

- a) The bidder should have minimum annual turnover of Rs. 7 lakhs (Rupees Seven lakh) in any one year during last 3 years. The bidder has to provide a certificate from a certified chartered accountant/ statutory auditor in support of the turnover.
- b) The bidder should have positive net worth. A certificate in support of the same from a chartered accountant/ statutory auditor has to be submitted by the bidder.

#### 1.11 Other Requirements:

- 1.11.1. Even if the bidder qualifies in technical & financial criteria, his bid shall be summarily rejected if the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
- 1.11.2. The bid shall also be summarily rejected if the bidder has been blacklisted/ barred by Authority in the past or has a record of non-performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion or financial failure.
- 1.11.3. In addition to the above, even during the execution of the work, if it is found that the service provider produced false/ fake certificates in his bid, he will be blacklisted and the contract may be terminated at the discretion of Authority.

#### 1.12 List of document to be submitted along with the bid

- a) Bid document cost (for RFP downloaded from website) and Earnest money deposit
- b) Work experience of in business of managing vehicle fleet (more than 2 four wheel vehicles) either self-owned or hired for at least one year during the last 5 years as per schedule 3.
- c) PAN & Service tax registration certificate copy
- d) Bidders legal status document (certificate of incorporation)
- e) Audited Profit and Loss & Balance Sheet in support of financial eligibility criteria or a certificate from statutory auditor or a certified charter accountant.
- f) Bidder's net worth certificate from statutory auditor or a certified charter accountant.
- g) Income Tax return for the last 3 years
- h) Affidavit as per schedule 2
- i) Bidders detail as per schedule 3

**1.13 Certificates/Documents attestation & verification:**

All Certificates/Documents submitted should be self-certified and original shall be produced as and when required to verify the copies of statements and other information furnished along with bid. Failure to produce original documents in time will lead to disqualification.

**1.14 Cost of Bidding:**

The bidder shall bear all expenses associated with the preparation and submission of bid.

**B. BID DOCUMENTS**

**1.15. Bid Documents:**

1.15.1. A set of Bid Documents comprising of the General & Techno-Commercial Bid and the Price Bid together with all addenda/clarification thereto, shall be available in the Govt. website: [www.odisha.gov.in](http://www.odisha.gov.in) and [www.urbanodisha.gov.in](http://www.urbanodisha.gov.in)

1.15.2. The intending bidders can use the downloaded bid documents provided that the cost of bid document amounting to Rs.5, 000/- + 18% GST =Rs.5,900/- (Rupees Five Thousand nine hundred) only has to be furnished with the bid document in shape of Bank Draft drawn in favour of 'the Executive Baripada Municipality payable at Baripada in a separate cover marked as "COST OF THE BID DOCUMENTS" along with General & Techno-Commercial Bid in Cover-A. The Demand Draft should be made within the last date of down loading of bid document failing which the bid will be liable for rejection.

**1.16. Pre bid meeting and Clarification on Bid:**

A pre bid meeting with prospective bidders for clarification of queries will be held in the conference hall of Baripada Municipality on the date and time specified in the bid data. The bidders can also seek clarification on bid by communicating their queries/suggestions to the Executive Officer Baripada Municipality, on or before the date of pre bid meeting. The Authority shall take decision on the clarifications, if necessary, communicate the same to the bidders/ publish the same in Authority website. The Authority may amend the RFP document and extend the dead line for the submission of bids by issuing an Addendum, if required. These decisions and conditions shall be binding on all bidders & the same shall also be a part of the bid document. It is to be noted that any bid not conforming to the bid requirement and the decisions taken as per the pre bid minutes or having any additional condition shall be summarily rejected.

**C. PREPARATION OF BID**

**1.17. Language of the Documents:**

All documents relating to the Bid shall be in the English language.

**1.18. Documents Comprising the Bid:**

- (a) General & Techno-Commercial Bid (Cover A of Bid Document)
- (b) Price Bid (Cover B of Bid Document)
- (c) All documents stipulated at Clause-1.12 & elsewhere in the RFP.

**1.19. Preparation of bid:**

1.19.1. Proposal should be written in English language. The bidder is expected to examine in detail the documents comprising the bid document. Material deficiencies in providing the information requested may result in rejection of a proposal.

**1.20 The Financial offer:**

1.20.1. The services shall be provided as described & elaborated in the terms of reference (ToR) at Chapter - 2. The bidders shall quote their offer "per vehicle per Trip" basis (hereafter called "Price bid") for the services in the prescribed format in schedule 5 of the bid document. Price bid in no other format shall be accepted.

1.20.2 The rate quoted by the Bidder shall remain firm till the validity period or extension thereof.

**1.21 Earnest Money Deposit:**

1.21.1. The Bidder shall furnish Earnest Money Deposit (EMD) for an amount of Rs. 25,000/- (Rupees Twenty-Thousands Only), along with the General & Techno-Commercial Bid in cover A of the bid document. This EMD must be in the form of Demand Draft / Bankers Cheque in favour of "Executive Officer" Baripada Municipality payable at Baripada .

1.21.2. The EMD of unsuccessful bidders will be discharged / returned as promptly as possible after the expiry of bid validity period and latest by the 30th (thirtieth) day from the signing of the Agreement with the Successful Bidder.

1.21.3. The earnest money deposited by the bidders will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.

1.21.4. The EMD shall be forfeited if a successful bidder fails to sign the agreement for whatever reason, or a bidder withdraws the bid during the validity period of bid or modifies the bid in manner not acceptable to authority, or any other reason specified in the bid document.

**1.22 Signing of Bids:**

1.22.1 The bidder's authorized signatory is required to sign in all the pages of bid document.

**D. SUBMISSION OF BIDS**

**1.23 Sealing and Marking of Bids:**

1.23.1. The signed bid documents shall be submitted in sealed covers as described below.

1.23.2. The sealed Cover (Cover-A) shall bear the following identification marks.

a. **GENERAL & TECHNO-COMMERCIAL BID**

b. RFP No. \_\_\_\_\_

c. Name of Work: "Selection of Operator to carry out fleet management of cesspool vehicles towards collection & transportation of septage generated in ..... town".

d. Name & Address of the Bidder: \_\_\_\_\_

1.23.3. The sealed Cover (Cover-B) shall bear the following identification marks.

a. **PRICE BID**

b. RFP No. \_\_\_\_\_

c. Name of Work: "Selection of Operator to carry out fleet management of cesspool vehicles towards collection & transportation of septage generated in ..... town".

d. Name & Address of the Bidder: \_\_\_\_\_

1.23.4. The sealed covers A and B shall be super scribed in another cover 'C' and shall bear the following information.

a. RFP No. \_\_\_\_\_

b. Name of Work: Bid documents for "Selection of Operator to carry out fleet management of cesspool vehicles towards collection & transportation of septage generated in ..... town".

c. DO NOT OPEN BEFORE \_\_\_\_\_

1.23.5. If the bid is received unsealed or in damaged condition such that contents are lost or damaged, the Authority will assume no responsibility for any such the misplacement or premature opening of the bid. Such a bid shall be summarily rejected.

**1.24 Deadline for Submission of Bids:**

1.24.1 Bids shall be received in the office of the officer designated by the date & time mentioned in the bid data. The bid may be submitted by Hand delivery/Registered Post/ speed post only at the specified address mentioned above. The risk and responsibility for loss, delay, damage to the seal etc. shall be of the bidder. Bid Documents submitted by fax, telex, telegram or e-mail shall not be entertained.

**E. BID EVALUATION**

**1.25. Bid Opening:**

1.25.1. The Authority will open the bids (cover C and then cover A containing General & Techno-Commercial Bids) pursuant to Clause 1.23, in his office at the date & time mentioned in the bid data, in the presence of the bidders or their authorized representatives who wish to attend.

1.25.2. A bid shall be rejected at this stage if,

- a) Price Bid is enclosed along with General & Techno-Commercial Bid in cover A.
- b) Cost of bid document (wherever applicable) as per clause 1.15 is not enclosed with General & Techno-Commercial Bid in cover A.
- c) EMD as specified at clause 1.21 is not submitted along with the bid.
- d) Sealed cover B containing Price Bid is not enclosed.
- e) All other required documents are not provided.

1.25.3. The cover "B" shall be opened only for those bidders who qualify in the General & Techno-Commercial evaluation. The date of opening of financial bid (cover "B") shall be intimated by fax/ E-mail/ Speed post to the qualified bidders.

**1.26. Clarification on documents submitted by bidders:**

To assist in the scrutiny, evaluation and comparison of the bids, the Authority may ask bidders, individually for clarification on their bid document. The request for clarification and response shall be in writing or by mail. However, no change in the bid amount/ rate or substance shall be sought, offered or permitted by the Authority during the evaluation of the bid.

**1.27 Evaluation of General & Techno-Commercial Bid:**

1.27.1. The General & Technical Proposal shall be evaluated on the basis of minimum eligibility criteria in clause 1.10 & other conditions of bid document.

1.27.2. Financial bid of the selected bidders as above will be opened & evaluated.

**1.28 Evaluation of Financial bid:**

1.28.1. After the Technical evaluation is completed, the Authority shall inform in writing to the selected qualified bidders, the date, time and location for opening the Financial Proposals (Price Bids). The Financial Proposals of unqualified bidders will be returned unopened after completion of the selection process.

1.28.2. Financial bids shall be opened in presence of the bidder/their authorized representatives on scheduled date & time. The authorized representative should bring their authorization letter while attending opening of price bid. The bidder with the lowest price bid may be invited for negotiations, if considered necessary.

1.28.3 If the evaluation committee feels the rate quoted by the successful bidder is not reasonable even after negotiation, the Authority may cancel the bid process.

## **F. AWARD OF CONTRACT**

### **1.29 Authority's Right to accept and to reject any or all Proposals**

Notwithstanding any of the provisions above, the Authority reserves the right to accept or reject any bid, annul the bidding process, reject all bids at any time, at any stage prior to the award of contract without assigning any reasons thereof.

### **1.30. Notification of Award:**

Authority will notify the successful bidder by fax, letter or in some other written form, that his bid has been accepted. This letter, hereinafter called "Letter of Award (LoA)", will constitute notification of the intention of the Baripada Municipality "Authority" to enter into a contract with the bidder for the services under this contract, the bid rates which apply to this contract and the performance security amount to be deposited by the successful bidder.

1.31. The bidder is expected to commence the assignment within 15 days of signing of agreement.

### **1.32 Upfront Fees**

Within 15 (Fifteen) days of the receipt of LOA from Authority the successful Bidder shall have to pay a non-refundable upfront fee for an amount equal to Rs.1,50,000/- (Rupees one lakh fifty thousand only) per vehicle for obtaining the right to operate and maintain cesspool vehicle provided by Authority for a period of seven years. The upfront fees shall be paid, in the shape of Bank draft, in favour of Executive Officer, Baripada Municipality

### **1.33 Performance Security against the service**

1.33.1 Within 15 (Fifteen) days of the receipt of LOA from Authority the successful Bidder shall furnish the Performance Security for an amount equal Rs. 100,000/- (Rupees One Lakhs Only) per vehicle, in the shape of Bank demand draft / Bank Guarantee, in favour of Executive Officer, Baripada Municipality, payable at Baripada. The BG shall be as per Performance Security Format at schedule 4 and shall be of minimum 3 years, renewable after that for next 2 years and valid till 3 months beyond the contract completion date. The ULB shall create a new account with bank to deposit in it the amount deposited in form of DD and the same account shall be used to revoke future penalties on operator, if required. The principal amount and the interest accrued under this account shall be returned back to operator within 3 months of the contract period expiry after deducting all penalties, if any. In the event of request from the successful bidder the Earnest Money Deposit can be adjusted towards the performance security.

1.33.3 Failure of the successful Bidder to submit the above-mentioned Upfront Fees, Performance Security or sign the Contract within the stipulated time shall constitute sufficient grounds for the annulment of the award/LoA, rejection of the bid and forfeiture of the EMD. In such an event the bidder will have no claim on the Authority and Authority has the option of inviting next ranked qualified Bidder for negotiation & award, however at the same price as quoted by successful bidder or invite fresh bid in which the present successful bidder will not be permitted to participate.

### **1.34. Signing of Agreement:**

On receipt of the LoA, the successful bidder shall sign the agreement with the Authority within 15 (Fifteen) days from the date of issue of LoA along with completion of all requirements to sign the contract as per this RFP document. This RFP will form a part of the agreement.

## CHAPTER-2

### TERMS OF REFERENCE

#### 2.1 Scope of Work

The objective of this contract is to ensure an efficient and effective septage management system to achieve the service outputs and standards as specified in the ToR.

The scope shall comprise of, but not limited to, the following broad components within the service area for existing customers as well as future customers as a result of new development & growth.

1. Deployment of resources as per field requirements
2. Desludging of septage, collection and transportation to treatment facility
3. Complaint registration and redressal
4. Implementation of tracking & monitoring mechanism

The total scope of work is divided into following Parts.

#### **2.1.1 Part A - Resource Deployment as per field requirements**

The operator shall be

- Responsible for maintenance of the vehicles and shall repair/ replace spare parts immediately during the period of Contract. It may be noted that major repair for first 3 years shall be provided by Tata Motors (vehicle supplier) as a part of their contract, which will result in to lower repair maintenance cost during those years.
- Deploy adequate manpower and monitoring mechanism for enabling effective and successful operation and maintenance;
- Shall deploy adequate manpower for transportation operations. However, the Operator shall comply with all the provisions of the laws regarding deployment of labour under the contract. It shall be the liability and responsibility of the Operator to implement the provisions of Abolition of manual scavengers Act, The Minimum Wages Act, the Workmen's Compensation Act and Provident Fund Act etc.
- Have valid labour license, EPF and ESI registration and submit it to ULB;
- Provide uniforms for the workers with the name of ULB. The staff shall wear clean uniforms during all periods of operation. Operator may also inscribe his company name along with ULB's name;
- Ensure deployed staff carries an Identity Card with photo during working hours. The driver engaged by the Operator shall have a valid driving licence as desired for the specific vehicle;
- Be responsible for health and safety of all his workers. The safety gears should be worn during working hours;
- Have to ensure adequate insurance for the vehicles and its manpower. The insurance will have to be in the name of the ULB but cost for the same has to be paid by the operator;
- Any lack of workforce shall be considered as Operator's deficiency. The Operator shall ensure sufficient staff for different operations under this Contract. No additional payments will be made, if the increase in the work force and equipment are needed at a later stage to meet the requirement of work. The Operator may, at his own cost and responsibility, increase workforce and equipment in order to meet the requirement of work during peak seasons and festive occasions. One vehicle is expected to provide service to at least 6 nos. of applicants in a day or number of applications whichever is less.

#### **2.1.2 Part B - Desludging of septage, collection and transportation to treatment facility**

The operator shall

- be responsible for desludging of septic tanks from all residential areas, all commercial/office areas, hospitals, hostels, apartment complexes in the service area;

- have to transport the collected septage to the identified treatment facility as suggested by ULB;
- have to provide its services on all 365 days a year irrespective of any National Holidays or local holiday, Festivals and Sundays;
- ensure that there is no spillage/leakage of septage during transportation;
- take precautions to avoid inconvenience, damage, destruction or disturbance to any third party's right and properties;
- Collect user charges from customers at the quoted and approved rates for desludging of septage;
- The rate and help line contact number is to be displayed in the cesspool vehicle clearly;
- Issue of receipt to customer with the name of ULB on behalf of ULB.
- collect the copy of desludging request register from the "Septage Cleaning Request Registration Centre" (SCRRC), a centre created by ULB to register the desludging request and complaints of citizen w.r.t to septage management for required action;
- ensure uninterrupted communication system between the SCRRC and the supervisory field staff of the operator. Operator/ authorised representative has to communicate with SCRRC on daily basis, and collect copy of the Register daily at 5 PM;
- ensure services to customer request for desludging strictly as per the Serial No. maintained in the Register for desludging request within 3 days. In case, any request remains unaddressed even after 3 days of the scheduled time agreed between Authority and Operator then the Authority will have the right to demand an explanation or resolution of the service request to their satisfaction. In so doing the Authority will verify that at least 18 nos. of desludging operation have been done by the Agency in 3 days by one vehicle.
- ensure redressal of customer complaints such as incomplete service, spillage in the house or street etc. within the specified timeline as per the complaints Register serial maintained by SCRRC within 48 hrs. In case, complaint remain unaddressed even after forty-eight (48) hours of the scheduled time, then the Authority will have the right to demand an explanation or resolution of the complaint to their satisfaction;
- The quoted and approved rate is valid for providing service to areas within the ULB geographical limit. Service requests from areas beyond this may be attended after completing all pending works within ULB, with a rate mutually approved between the Agency and ULB.
- Maintain "Register of desludging request and complaint redressal" containing the relevant information including the action and time taken for desludging request/ compliant redressal;
- Maintain the basic details about the septic tank desludged (including Name of owner, address, location, dimensions, date of desludging) and share the same with ULB by 3<sup>rd</sup> of every month;
- be required to submit a monthly complaint and redressal record to the Authority. Categorization of type of complaints
  - Number of complaints during the previous month
  - Percentage of complaints addressed in forty-eight (48) hours
  - Percentage of complaints not addressed in forty-eight (48) hours and reasons therefore
  - Major unresolved complaints if any
- Undertake community interaction and consultations at regular intervals along with ULB officials.

## **2.2 Service delivery compliance**

- Ensure safe transportation and unloading of the collected Septage at the designated treatment site allocated by ULB.
- All vehicles shall have permanent name plates indicating the ULB's name and helpline number for complaint redressal system.

- All vehicles should comply with the fuel emission norms as per the applicable Laws.
- The drivers of the transportation vehicle shall carry the driving license/ registration certificate and all other documents of the vehicle as per requirements of RTO and applicable Laws.
- Cleaning and disinfection of the transportation vehicles must be carried out on a daily basis.

### 2.3 Service Delivery Schedule

A tentative time schedule/work schedule is indicated below.

Activities	Time Schedule
Desludging of septage from various houses/ establishments	7:00 AM to 5:00 PM

- The Operator shall ensure timely service of all the requests/ complaints forwarded by SCRRC.
- The Operator shall ensure operations on all 365 days in a year.

### 2.4 Service delivery performance Criteria

The Operator has to achieve the following performance levels.

Parameter Description	Time allowed to service delivery	Non-compliance penalty
Desludging of septage	Within 3 days from the service request forwarded by ULB to Operator if total applicants are 18 or less in 3 consecutive days.	50% of trip cost (as decided by ULB) for every day delay by operator in resolving the service request after the allowable time to perform the service. Maximum up to trip cost.
Compliant Redressal	within 48 hrs of the complaint request forwarded by ULB to Operator	10% of per trip cost (as decided by ULB) for every day delay by operator in resolving the complaint after the allowable time to resolve the complaint. Maximum up to 50% of trip cost.

- Authority can conduct service delivery assessment and customer satisfaction sample survey within the service area at regular interval to assess the performance.

Cover Letter

Ref:

Dated:

To

Executive Officer, <<Insert name of ULB>>

Address: At/Po Baripada Dist- Mayurbhanj, Pin-757001

Sub: Selection of Operator to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in ..... town, Odisha

Dear Sir,

With

reference  
to your Invitation for Bid no. \_\_\_\_\_ dated \_\_\_\_\_, we, having examined the bid document and understood its contents, hereby submit our bid for the aforesaid Project.

- 1 The Bid is unconditional.
  - 2 All information provided in the Bid Document and Schedules is true and correct and all documents accompanying Bid Document are true copies of their respective originals.
  - 3 We shall make available to Authority any additional information it may find necessary or require to supplement or authenticate the Bid Document.
  - 4 We acknowledge the right of Authority to reject our Bid Document without assigning any reason.
  - 5 We declare that:
    - a. We have examined and have no reservations to the conditions and terms laid down in the Bid Document, including any Addendum issued by Authority.
    - b. We do not have any conflict of interest in accordance with provisions of the Bid Document;
    - c. We 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.
  - 6 We understand that Authority may cancel the Bid Process at any time and not bound to accept the bid received without incurring any liability to the bidder, in accordance with provisions of the bid document.
  - 7 We undertake that in case due to any change in facts or circumstances during the selection process, we shall intimate Authority of the same immediately.
  - 8 We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Authority in connection with Bid Process, in respect of the above-mentioned Assignment and the terms and implementation thereof.
  - 9 We have studied all the document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by Authority or in respect of any matter arising out of or concerning or relating to the Bid Process including the award of Assignment.
  - 10 We agree to keep this offer valid for 180 days from the Bid Document Due Date specified in the RFP.
  - 11 We agree and undertake to abide by all the terms and conditions of the Bid Document.
- In witness, thereof, we submit this Bid Document under and in accordance with the terms of the bid document.

Date and Place:

Yours faithfully,  
(Signature of the Authorised Signatory)

SCHEDULE-2

AFFIDAVIT  
(In non-judicial Stamp Paper)

I/We \_\_\_\_\_ (name & address of bidder(s)) do hereby certify, affirm and undertake as follows

1. That all information furnished is true and agree that my / our Bid shall be rejected if I / we am / are found to have misled or made false representation in the form of any of the documents, Schedules or Supplementary information and / or statements submitted in proof of the eligibility and qualification requirements or if I / We have a record of poor performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure.
2. That we will be disqualified for bidding further services with Authority, if I/We withdraw my/our Bid without a valid reason (to be decided by the Authority competent to accept this Bid).
3. That no criminal cases are pending against me/us partners at the time of submitting the Bid.
4. That my / our Bid shall be rejected if any criminal cases are pending against me/us/partners of the firm at the time of submitting the Bid.
5. That if the history of litigation, criminal cases pending against me/us/Partners furnished by me/us is false, I/ We will agree by the action taken by the Authority without approaching any court whatsoever for redress. However, I/We shall be given suitable opportunity to offer my/our explanation before action is taken against me/us.
6. That all the addenda issued by the Authority have been received by me/us and incorporated in my/ our Bid.
7. That no near relatives are working with the Authority.
8. That we will keep an accurate system of accounts records and furnish the same (including that of associates) and agree to reimburse to Authority any excess amount claimed by me / us over and above my / our entitlement as per relevant clause of the contract.

Dated this ..... day of ..... 20.. ..

Signature of ..... in the capacity of ..... duly authorized to sign the Bid for  
and on behalf of .....

Signature of Witness:

(Signature of the Authorised Signatory)

Name of Witness:

Address of Witness:

**SCHEDULE 3**

**Bidder's details**

1. (a) Name:
- (b) Country of incorporation:
- (c) Address of the corporate headquarters and its branch office(s), in India:
- (d) Date of incorporation and/or commencement of business (Please provide documentary evidence of incorporation):
- (e) Category wise no. of employees with different Business Units
2. Brief description of the organization including details of its main line of business
3. Details of individual(s) who will serve as the point of contact/communication & authorized signatory of the organization:
  - (a) Name:
  - (b) Designation:
  - (c) Company:
  - (d) Address:
  - (e) Telephone number:
  - (f) E-Mail Address:
  - (g) Fax number:

4. **Bidders/Members Statement**

A statement by the Bidder and each of its Members (where applicable) disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/arbitration in the last 5 years is given below (Attach extra sheets, if necessary):

5. **Bidder's Experience**

Please fill up the format below as relevant to Clause 1.10.

**Details of relevant experience**

S.No	Name of Work/Project	Description	Agency and Date of Award	Date of Completion	Remarks, if any

Note: Copy of evidentiary proof from client should be submitted for above projects.

Date:

Place:

Rubber Seal of the Bidder/

(Signature of the Authorized Signatory)  
(Name and designation)

In the capacity of \_\_\_\_\_ (position) duly authorized to sign this Proposal for and behalf of  
\_\_\_\_\_ (name of Bidder)  
\_\_\_\_\_ (Address)

Firm's Name:

Schedule 4

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To  
The Commissioner  
<<Insert name of ULB>>  
<<Insert address of ULB>>

WHEREAS.....(name and address of the Operator) (hereinafter called "the Operator") has undertaken, in pursuance of contract no./LOA no.....dated..... to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in ..... town (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Operator shall furnish you with a bank guarantee from a scheduled / nationalized bank for the sum of specified therein as ~~fleet-acquisition~~ Performance Security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the Operator such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Operator up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Operator to be in default under the contract and without cavil or argument, any sum or sums up to the limits of amount of guarantee as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Operator before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Operator shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the..... Day of.....,20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Schedule 5

PRICE BID

Form -1: Price Bid

[Location, Date]

To:  
Executive Officer  
Baripada Municipality  
Address: At/Po- Baripada Dist.- Mayurbhanj Pin-757001  
Phone: 06792-252703  
Fax: 06792-252703  
Email: baripadam.hud@nic.in

**Project:** Selection of Operator to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in ..... town

Dear Sir:

Being duly authorized to represent and act on behalf \_\_\_\_\_ <<Insert name of bidder>> and having reviewed and fully understood all requirements of bid submission provided in the RFP document and subsequent clarifications provided in relation to project, I/ we hereby provide our financial proposal.

I have read the entire RFP including all the general conditions, ToR and condition of contracts etc. in detail and on the basis of my full study of the above-mentioned document/s and the conditions, I undertake to carry out fleet management of all cesspool cleaning vehicles towards collection & transportation of septage generated in ..... town in accordance with the terms and conditions as provided in the above-mentioned document/s.

Our bid price per trip per vehicle for cleaning of septic tank, soak pit and pit latrines are given below.

Sl. No.	Description	Rate quoted by Bidder per cesspool emptier vehicle
1	Cleaning and emptying of septic tank / pit latrine as per provisions of ToR & conditions of contract.	Rs-----/per Trip (In Words ----- -----)

We understand that you are not bound to accept the bid you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## TECHNICAL SPECIFICATION OF 3000 LTR. CAPACITY, LCV CHASSIS MOUNTED CESSPOOL EMPTIER

The complete equipment is mounted on a 7 Ton GVW BS-III Vehicle chassis having minimum wheelbase of 3800 mm.

Model: TATA LPT 709

### SLUDGE COLLECTION AND STORAGE TANK

The tank is fabricated from 6 mm thick MS plate confirming to IS - 2062 standard and volumetric capacity of 3000 ltr. The tank is designed to withstand conditions prevailing from the operating vacuum and pressure conditions.

The tank is mounted on a sub-frame and designed as ready for conversion to tipping at any time in the future.

The tank is of cylindrical design with torri-spherical-dished ends to ensure complete and fast off-loading of the collected material. Mounted on a heavy C-sectioned sub-frame to provide additional structural strength to the chassis frame, the tank is supported at the rear end by two heavy-duty hinge arrangements thus allowing it to be "ready for conversion to tipping" when required. The forward end of the body is fitted with robust saddle supports, which is securely bolted to the sub-frame. The tank's rear door is fully openable type, and its shell's perimeter is reinforced for structural integrity. Opening and closing operations of the door is affected manually and in a horizontal plane. Locking and sealing of the rear door is done by hand wheel operated swing bolts and located circumferentially on the tank's rear end of the shell.

The sludge compartment is fitted with a level indicator and two nos. 75 mm drain-cum-suction valves. One of the valves is provided with an internal riser to allow discharge of only the water portion of the tank back into the chamber or a nearby storm water drain. This enables the vehicle to move from one application point to the other carrying only the sludge/ material waste without transporting the unwanted water portion.

A hollow "D" section type door sealing neoprene rubber gasket is provided to ensure the door to be leak proof.

### TECHNICAL DATA

Capacity: 3000 ltr.

Max. operating Pressure: 1.0 to 1.5 bar

Construction: Cylindrical shell with torri-spherical dished ends

Material: 6 mm thick MS plate as per IS 2062 for shell and dished end

### TANK MOUNTING:

The Sludge Collection Tank is mounted on a sub-frame, fabricated from ISMC 150 channel sections.

## SUCTION SYSTEM:

### Vacuum Pump (Exhauster/ Compressor)

The Equipment is fitted with a Rotary Sliding Vane, positive displacement type Exhauster/ Compressor. The pump is fitted with high temperature resistant, asbestos free vanes and have a free airflow capacity of 5300 LPM to 6000 LPM

The exhauster/compressor is imported origin. The exhauster/compressor is provided with:

- a) Convection Air - Cooling
- b) Forced Oil Lubrication pump
- c) Incorporated Check valve
- d) Incorporated 4-way valve.

### Technical Data:

Make: JUROP SPA, ITALY

Type: Rotary sliding vanes

Delivery: 5300 LPM to 6000 LPM @ 1300 RPM - 1400 RPM Max.

Vacuum: 92%

Maximum operating pressure (Vacuum): 7.00 to 9.00 m

Maximum Pressure: 1.5 bar (abs)

The 4-way change-over valve will enable the unit to change quickly from the pressure to the suction mode and vice-versa

A pump inlet Filter of adequate capacity has been incorporated in the system for the protection of the pump against any ingress of foreign particles, in both the suction and the overpressure modes of operation.

Pressure relief and vacuum relief valves have been mounted to protect the equipment and system from over pressure and excessive vacuum respectively. The valves are factory set to control the operating pressure and vacuum parameters of the system.

The valves are factory set to control the operating pressure and vacuum parameters of the system.

### Suction Hose, Hose Connection and Stowage

Ten nos. 3 meters long, heavy duty, PVC flexible suction hoses of 75 mm internal diameter and fitted with quick action couplings/ CAM-Lock couplings

## DRIVE SYSTEM

The vacuum pump/ compressor driven by the factory fitted side PTO of the vehicle through a propeller

shaft and a flexible V-belt & pulley configuration.

The arrangement allows the operator to stop the pump without necessitating stoppage of the truck's engine.

The changeover of the PTO unit for individual drive is from the driver's cabin.

### **PAINTING/ FINISHING OF THE COMPLETE UNIT**

Both, exterior and interior of the tank has been sanded prior to spray painting. The tank exterior is spray-painted with two coats of superior quality anti-corrosive primer and two coats of enamel metal paint. The colour shade is golden yellow. The sludge compartment tank is internally coated with two coats of epoxy paint to resist corrosion due to weak acids.

### **ACCESSORIES AND SAFETY FEATURES INCORPORATED IN THE SUCTION SYSTEM**

- A. **Pressure Relief Valve:** Fitted in a suitable position, this device provides safety to the storage tank as well as the complete system. The valve is of a spring loaded adjustable type and provides continuous relief when the systems pressure exceeds the pre-set limit.
- B. **Vacuum Relief Valve:** It is set to function at a desired operating valve and protects the pump and the complete system from operating under high undesired vacuum condition. As the system reaches the set vacuum level, this valve lifts and ventilates the system by virtue of allowing the air outside to enter.
- C. **Primary Shut-Off:** The Primary Shut-Off protects the exhauster/ compressor from the harmful effects of an accidental ingress of sludge and other foreign particles caused due to an overflow from the liquid waste tank.

Fitted inside the sludge compartment and on the tank top, this specially designed device consists of a stainless-steel ball which floats on water, rises, and seals against a rubber seat at a pre-set maximum tank level, thus ensuring that the tank contents do not overflow into the system.

- D. **Secondary Shutoff:** Fitted immediately after the primary shut-off. It functions to protect the vacuum blower from any probable carryover of suspended water and sludge particles which may be drawn into the system from the water surface in the sludge compartment due to the high vacuum conditions within. The water and sludge particles that accumulate are required to be drained regularly and after each operation through a drain valve provided at the separator's bottom.

A ball float shut-off arrangement is incorporated inside the cyclone for the protection of the system from any accident overflow and carryover of material from the sludge tank.

In an event of the separator getting filled to a predetermined level, the ball float will rise and seal against the rubber seat provided at the mount of the cyclone outlet, ensuring that the water and sludge particles do not flow into the blower.

E. **Suction Filter:** Incorporated in the airflow circuit between the secondary shut-off and the pump, is a stainless steel, basket type Safety Filter designed to handle the pump's flow rating and filter out solid and semi-solid particulate impurities of size beyond that of the pumps handling capacity.

F. **Exhaust Silencer:** Fitted on the pump's exhaust side of the airflow circuit. This device dampens the airflow with minimum back pressure in the system, thus reducing the operational noise levels considerably.

#### **PROTECTIVE GEARS**

Protective gears i.e. helmet, full- body all weather jacket, safety shoes and gloves for 3 nos. of operating personnel per each cesspool emptier is provided along with the cesspool emptier.