

NOTIFIED AREA COUNCIL TARBHA

TENDER CALL NOTICE FOR PRIVATIZATION OF SANITATION WORK OF NAC TARBHA (For Ward No.01 to 12)

A handwritten signature in blue ink, followed by the date "2/5/16" written in blue ink.

Office of the
NOTIFIED AREA COUNCIL, TARBHA

Dist. – Subarnapur, Odisha 767016 nactarbha@gmail.com

DTCN No. 1699 Dt. 03-09-2026

1. Name of the work for which tender invited – **"Privatization of Sanitation Work of NAC Tarbha for Ward No.- 01 to 12"**
2. Estimated cost of work–**Rs. 3,96,480/- Per Month (As Per DTCN)**
3. Eligible Class of Bidder – Intending firms/ Service Providers/ N.G.Os/ Contractors having "C" & above license those have experienced in Similar Nature of Work for at least three (03) years and other criteria given in the D.T.C.N.
4. The Bid documents will be available in NAC Tarbha/ Subarnapur district web portal **www.subarnapur.nic.in** from **Dt. 05.09.2026 of 10.00 A.M. to Dt. 21.09.2026 up to 5.00 P.M.**
5. Last date & time of receipt of Bid through Regd. Post/ Speed Post/By Box Drop: - **Dt.21.09.2026 up to 5.00 P.M.**
6. Date of Opening of Bid: - **Dt. 22.09.2026 at 11.00 A.M.**
7. Cost of Tender Paper- **Rs. 10,000/-** (in shape of DD drawn in favour of Executive Officer, NAC Tarbha)
8. Cost of E.M.D.- **Rs. 50,000/-** (in shape of TDR pledge in favour of Executive Officer, NAC Tarbha)
9. Last date for seeking Clarification- **Dt. 20.09.2026 at 05.00 P.M.**


Executive Officer
NAC Tarbha

Memo No. 1700 / Date 03-09-2026

Copy submitted to P.A. to Collector, Subarnapur/ Project Director, DUDA, Subarnapur/ BDO, Tarbha/ Tahasildar, Tarbha for favour of kind information with a request to display the above notice on their Office Noticeboard.


Executive Officer
NAC Tarbha

Memo No. 1701 / Date 03-09-2026

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


Executive Officer
NAC Tarbha

Memo No. 1702 / Date 03-09-2026

Copy to Notice Board of NAC Tarbha/ Web Portal of NAC, Tarbha for wide publication.


Executive Officer
NAC Tarbha

NOTIFIED AREA COUNCIL, TARBHA

Dist. – Subarnapur, Odisha 767016 nactarbha@gmail.com

The Executive Officer, NAC Tarbha invites bids on Item rate basis in double cover system offline mode for the work as detailed in the table given below.

Sl. No.	Name of the work	Estimated cost of work / Month (in Rs.)	E.M.D (in Rs.)	Cost of Tender Paper (in Rs.)	Class of Contractor	Period of contract
1	2	3		4	5	7
1	Providing Manpower for Daily Road sweeping and drain cleaning, Garbage lifting to MCC and MRF, Spraying disinfectants and bush up-rooting with transportation of all kinds of garbage/ waste from source to the MRF and MCC.	396480.00	50000.00	10000.00	As per DTCN	For 01 (One) Year

Term & Conditions:

1. Bid documents will be obtained from Office of NAC Tarbha/ Website of NAC, Tarbha/ Subarnapur District website from **Dt. 05.09.2026 of 10.00 A.M to Dt. 21.09.2026 up to 5.00P.M.** The bidders may download the document from the above mentioned website and advised to having sharp look through the terms and conditions.
2. Bidders must deposit **Cost of Tender Paper of Rs.10,000/- (Rupees Ten Thousand)** only through **Demand Draft** drawn in favour of Executive Officer, NAC Tarbha.
3. Bidders must deposit **E.M.D. of Rs.50,000/- (Rupees Fifty Thousand)** only through **TDR** pledge in favour of Executive Officer, NAC Tarbha.
4. The Bid must have two covers "**Technical Bid**" & "**Financial Bid**" and kept in one big envelop failing which the bid will be out rightly rejected. Bidders have to mention/ write clearly the name of work over the big envelop addressed to Executive Officer, NAC Tarbha along with the name & address of the Bidders.
5. Bidders while bidding must ensure their quoted price should not be less than the Total wages per month mentioned in Row No. E of the price bid. The monthly charges of the wages of workers are fixed and unchangeable.
6. Bidders are allowed to compete only for the Service charges as mentioned in Row No. I and the Transportation charges mentioned in Row No. J of the Price bid.
7. If the quoted price of the Bidder is found less than the Total wages per month as mentioned in row E of the price bid, the bidder will be out-rightly rejected. His/her financial bid will be treated as Invalid.
8. The Bid documents must be reached to this office on or before Dt. 21.09.2026 up to 05.00 PM through Regd. Post/ Speed Post/ Box Drop. The documents received beyond the stipulated period not entertained. The authority shall not held responsible for any kind of postal delay.
9. Bid shall be opened at 11.00 AM on Dt. 22.09.2026 in the office of the Undersigned in presence of the bidders or their authorized Representative. If the office happens to be closed on the same date, the bid will be opened on the next working day at the same time and venue.
10. The Bidders should submit an affidavit regarding not being blacklisted in any organization where sanitation work has been awarded in his favour for preceding five years.

11. The Bid documents shall contain copy of (a) Valid registration Certificate (b) PAN Card (c) GST Certificate (d) Valid EPF & ESI Registration Certificate (e) Labour License from competent authority (f) Valid Contract Labour License (g) Experience Certificate in Similar Nature of Work issued by the competent authority from Municipal Corporation/Municipality/NAC/ Any other Govt. Organization at least for three (03) years (h) Bank Account in the name of Firm (i) Trade License from competent authority (j) Affidavit regarding No Relation, Documents Authentication, No Litigation, Not Blacklisted etc..
12. The Sanitary equipment's i.e. Bamboo sticks Basket, Coconut Broom, Gloves, Shoes, Uniform & Helmet i.e. all safety equipment's etc. will be provided by this office to the sanitation workers. During the course of sanitation work, the bidder will ensure that all the sanitation workers are in safety equipment and dress code showing the name of the Agency and NAC Tarbha, failing which penalty as deemed proper will be imposed against the bidder which will be deducted from his final bill as reported by the Sanitary Inspector/Sanitation Expert and Swachh Supervisor/ Swachhsathi. The Disinfectants i.e. Bleaching Powder, phenyl, Mosquito oil etc. will be supplied to the Agency for sanitation work on daily basis by the NAC Tarbha and spreading of Disinfectants is the responsibility of the agency. The utilization register of the sanitary equipment is to be maintained by the agency duly certified by the Sanitary inspector/Sanitation Expert and Swachh Supervisor/ Swachhsathi engaged by this office.
13. The service provider will engage exact number of Manpower as mentioned in this Bid document and have to take the attendance of the labour in biometric machine & the same should be reported to the undersigned at the end of every month. Accordingly, the bill will be passed by the undersigned for payment.
14. The bidder/ agency will provide Identity Card to each and every engaged sanitation workers.
15. The payment will be made to the agency basing upon the report on cleanliness of the concerned wards duly signed by the ward officer/ Sanitary Inspector on day to day basis. The agency should be responsible for collection of waste on daily basis. He should take proper care for redressal of public grievances on sanitation work. He should take immediate and appropriate step to mitigate the public grievance in a war footing manner.
16. The agency will deploy at least 01(one) supervisor at his own cost (out of supervision charges) to whom complaint will be lodged by the public so far sanitation is concerned. The agency will have to open at least one office, name and mobile no. of supervisor is to be displayed at prominent place of each ward along with the agency contact no. for redressal of public complaint. In this regards the bidder must have to submit an affidavit along with the technical bid, failing which bid will be outrightly rejected.
17. The Bid documents shall contain copy of all documents duly signed by the bidder as mentioned in the Eligibility criteria of the bidder of the DTCN.
18. The Agency shall engage 01 no. of tractor with Trolley along with the drivers. The Cost of the engaged Tractor & Driver is included with the Monthly charges, no additional charges/payment will be given to the agency for the above service.
19. The authority reserves the right to reject any or all bids without assigning any reason thereof.


Executive Officer
NAC Tarbha

GENERAL TERMS AND CONDITIONS

1. The bidders are required to inspect and assess the entire geographical area of this NAC and quote their supervision charges for Providing Street sweeping, drain cleaning, bush cutting , dead animal shifting, shifting of C&D Waste to designated site as per H & U.D Deptt. Guidelines etc. for NAC Tarbha.
2. The Bidders are expected to examine all the instructions, 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 bidder's risk and shall result in rejection of the bid.
3. The Agency must have appropriate resources, Necessary expertise, Requisite manpower and supervisory Staff to undertake the work.
4. The bid is meant for carrying out the work for a period of **01 (One) year**. NAC Tarbha shall have the liberty to float any comprehensive contract if situation so arises during the contract period & no party will have the right to challenge it. Further, NAC Tarbha shall have the right to extend the Contract for a period of another one year with due approval of the Higher Authorities, if the performance of the Agency is satisfactory.
5. NAC Tarbha shall have the right to terminate the contract on the ground of improper performance and violation of the terms of the contract without assigning any reason thereof at any time with in the contract period.
6. Conditional and incomplete bid is liable for rejection. No any undertaking towards submission of documents later on shall be accepted.
7. Letter of authorization for representing the registered firm/entrepreneur/Private company/NGOs and to sign the bid document should be enclosed along with the bid document.
8. The rate should be clearly mentioned in the tender paper including EPF & ESI etc.
9. The Bidders will be entitled the fixed transportation cost as per Govt. Rule. Also EPF & ESI charges according to the human resources supplied as mentioned in the Price Bid.
10. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation found, the EMD/Performance security or any other amount deposited against this tender will be forfeited and steps shall be taken for blacklisting of the bidder, bidder are quoted rate in whole rupees only
11. The bidders have to submit all documents as per eligibility criteria/Check list shown in the bid documents along with quoted rates.
12. The Swachh Supervisor/Swachhsathi/ Ward Officer/ Sanitary Inspector of NAC Tarbha will monitor the sanitation work on regular basis as per the direction by the NAC authority. The concerned Ward Officer will be the Nodal Officer for the Sanitation work. Any complaint regarding Sanitation work is to be resolved with the knowledge of concerned Swachh Supervisor/Swachhsathi/ Ward Officer/ Sanitation Expert/ Sanitary Inspector. A complaint register is to be maintained in each Ward Office by the Ward Officer which will be redressed by the Supervisor of the Agency.


Executive Officer
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SCOPE OF WORK

(1) Road Sweeping:-

Sweeping, spraying of disinfectant in all the roads, lanes of entire ward is to be made daily; Commercial Waste shall have to be collected daily from all commercial complex, shops, kiosks and vending zones in segregated manner. The MSW generated from road sweeping and commercial area is/are to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by NAC Tarbha from which daily lifting is to be made to the Material recovery facility centre and Micro Composting Centre established by NAC Tarbha as per the scope of work mentioned in item-3.

The workers shall work in dual shift or as decided by NAC Authority. Night Cleaning should be made in the market area & Bus stand area which is a mandatory condition in the sanitation work to be certified by the concerned ward officer and Sanitary Inspector.

(2) Uprooting of bushes & cleaning of drains:

The bushes & shrubs from road side berms and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned, i.e. removal of soil, polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins placed on the roadside and temporary collection points identified by NAC Tarbha from which daily lifting is to be made to the Material recovery facility centre and Micro Composting Centre established by NAC Tarbha as per the scope of work mentioned in item.

(3) Collection & Transportation of Solid Wastes:

The municipal solid wastes which is generated from various sources and accumulated as mentioned in item-1 and item-2 noted above is required to be collected and lifted from different collection points/dustbins of that particular ward/lane and transported to the designated place/ Material recovery facility centre and Micro Composting Centre as decided by the NAC Tarbha. The collection points are to be disinfected by spraying of disinfectants like bleaching powder, phenyl and mosquito Oil etc. which will be supplied by NAC Tarbha as per direction of the Executive Officer, NAC Tarbha.

The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses
3. Commercial like shop, Market, Kiosks etc.
4. Garbage from road, road side dustbins.
5. Garbage accumulated at temporary collection points identified by NAC Tarbha
6. Garbage generated from bush and grass cutting from road side bushes and conservancy lanes.
7. Unidentified Dead Animals/ Stray Animals

(4) Bush Uprooting:- Garbage generated from bush and grass cutting from road side bushes and conservancy lanes. During Local festivals, National Day Celebration or V.I.P Programme, Special Cleaning work and spraying of disinfectant shall be made by the Agency as per instruction of the Municipal Authority.

(5) Sanitation workmanship:-

The successful bidder should submit a working action plan indicating the street, no of sanitation worker, vehicle number, time of collection of waste from the street, delivery of segregated waste in the MCC and MRF time and location for unloading of salable and non-salable dry waste, Supervision mechanism etc. with an ultimate objective of Zero discharge to the land fill site.



(6). **Collection of the C & D waste:-**

a. **Collection of C & D Waste:** - The successful agency will collect the C & D waste from the source under the jurisdiction of the NAC Tarbha and dump at the designated place decided by this NAC with the knowledge of the ward officer and Sanitary Inspector/ Sanitation Expert.

b. **Collection of Users fees :-** The ward officer/ Sanitary Inspector will collect the users fees from the C&D waste generator @ Rs.200/trip as per the approved scheduled of rate (i.e all kinds of soil and conveyance) . The ward officer and Sanitary Inspector will certify the quantity of C&D waste and Collection to be lifted by the agency. After receipt of the user fees by the ward officer, the Agency will shift the waste which is over and above the sanitation work. The amount received for this purpose will be deposited to this office duly countersigned by the ward officer.


Executive Officer
NAC Tarbha

Road and drain Network

The roads and drains which are maintained by NAC Tarbha as follows:

Roads Maintained by Municipality and other Department		
Sl.No.	Category of Road	Length (In Km)
1	Black Topped Road length	1.400
2	Concrete Road length	18.763
3	Kachha/Earthen/ Moorum/ Metal road	2.950
4	Drain length	8.500


Executive Officer
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SPECIAL CONDITIONS OF CONTRACT:

1. The Vehicles to be engaged for transportation of solid wastes must be in good running conditions. The bidder will submit the attested photo copy of the required documents of the vehicles such as RC book. Comprehensive insurance, Fitness, Permit, up-to-date road tax from the competent authorities at the time of execution of agreement.
2. The Drivers of the Tractor must have a valid driving license.
3. The Agency supplying the vehicles will bear the followings:
 - i) The Salary and Other expenses of the driver and other staff attached to the Vehicles.
 - ii) Cost of fuel and other lubricants (POL).
 - iii) Cost of repair and maintenance of the vehicles engaged.
4. The vehicles offered shall be in good condition (not less than 3 years old). Preference will be given for latest model vehicles. Officials of NAC Tarbha shall carry out inspection of said vehicles and decision of NAC Tarbha will be final and binding on the tenderers in this regard.
5. The Agency shall be responsible for obtaining necessary permit comprehensive insurance policy, appropriate driving license etc. and complying with all the statutory requirement including labour laws that may be necessary in this regard. NAC Tarbha will not be responsible for any consequence out of any violation of Rules or Act by the agency.
6. The agency shall indemnify the NAC Tarbha against any claim, losses, damages concerning to workers/employees/vehicles during the contract period.
7. The Agency shall pay all the statutory and other taxes of vehicle and keep the fitness certificate during the contract period.
8. The Officer-in-charge or authorized officer will check the vehicle documents as and when required.
9. Payment shall be made by the agency to his employees/workers as per their category and nature of work which shall not be less than the estimated labour charges mentioned in Bid document following Minimum wages Act of Govt. of Odisha. Labour charge shall be released to the Agency as per the rates fixed by Govt. time to time.
10. The successful bidders shall execute an agreement with the Executive Officer, NAC Tarbha within 7 days from the date of receipt of letter or acceptance from NAC Tarbha. The APS shall be retained as security deposit till closure of the contract period without any interest. The APS which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount.
11. Renewal may be made for another one year considering the satisfactory performance of work and willingness of both parties.
13. The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Pollution Control Board.
14. If the agency will not perform the sanitation work to the satisfactory of NAC Tarbha authorities in any particular day, then NAC Tarbha has liberty to engage and substitute manpower for sweeping, bush cutting, drain cleaning, engage own vehicle, hired vehicles for lifting the pending MSW and may impose penalty up to 10% of agreement value in which the decision of the Executive Officer will be final and binding which shall be recovered from the monthly bill of the agency.
 - a. The sanitation workers/drivers engaged by the agency shall not have any criminal record/ criminal case pending against them.
 - b. No sanitation worker shall come to work in an inebriated condition and if found inebriated, he/she shall not be engaged in duty. Non-ensuring the same shall lead to penalizing the Agency with amount as decided by Executive Officer.
 - c. Misbehavior of sanitation workers towards general public or the officials shall not be tolerated. On reporting of any such incident, agency shall take necessary action as per law.
 - d. The sanitation workers must work for the minimum hours prescribed as per law.



- e. The worker shall work in double shift.
 - f. Under no circumstances all workers shall be granted leave in a shift and the worker engagement shall be managed accordingly.
 - g. Frequent absence amongst workers shall not be accepted and Agency shall always ensure to work with full strength.
 - h. For any day the tractor is lying idle due to breakdown, non-availability of fuel/driver/worker shall result in deduction of proportionate charges from the monthly bill of the Agency.
- 15. The Sanitation workers engaged by the agency shall collect solid waste from commercial areas like shop, market, kiosks, roads, roads side dustbins etc. on daily basis in particular fixed timing area wise as may be finalized by the agency in consultations with the Officer-in-charge of NAC Tarbha.
 - 16. The agency shall start the work by 6.00 AM and deploy all the vehicle every day to transfer the solid waste generated from different sources, arrangements for loading and smooth lifting of MSW so generated.
 - 17. In case of any dispute arising out of the contract, the matter shall be decided as per law and as per the decision of Executive Officer of NAC Tarbha.
 - 18. In case labour rate is hiked by Govt. of Odisha, payment will be made accordingly, considering the engagement of labour in the work duly certified by the Officer-In-Charge of the work.
 - 19. During night cleaning in market area, the agency shall start the work by 9.00 PM to minimize the work load during day time.
 - 20. The agency has to maintain a register clearly indicating the number of labour & vehicles engaged in the work and quantity of waste collected from different source date wise and the same to be produced in the office at the end of every month for record keeping.
 - 21. The Agency has to submit the copy of EPF and ESI deposit of the employees every month in the office of the undersigned for record keeping.
 - 22. Details of Terms & Conditions will be incorporated in the agreement to be signed with the Agency.
 - 23. NAC Tarbha shall have the right to add or delete any conditions(s) to and from the agreement as and when necessary for smooth management of sanitation work.
 - 24. The labour engaged by the agency should not participate in any strike, lockout, Hartal of any kind in any circumstances. Disobeying which the authority has the right to terminate the agreement with the service provider without any prior notice/ information.
 - 25. All legal disputes arising out of the matter shall be under the jurisdiction of District Court, Sonpur.


Executive Officer
NAC Tarbha

Check List for Eligibility criteria and General Instructions to Tenderers
(Documents to be submitted by the Bidder with Technical Bid)

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

Sl. No.	Details	Remarks
a)	Registration Certificate from the appropriate registration authority i.e., MSME, NSIC, Company Act, Odisha firm Registration act, Partnership deed which is approved by the State Govt., Any Registered NGOs, and Contractors registered under OPWD Act.	
b)	Experience certificate regarding execution of the similar nature of work i.e., Composite work mentioned as per scope of the work as per DTCN {Road sweeping, Night sweeping, drain cleaning, Bush Uprooting, Dead animal shifting, and transportation of the same} duly signed by the competent authority(employer) from any Government Departments/ Public sector under taking / ULB for any one year within the preceding three financial years.	
c)	Work completion certificate:- work completion certificate of similar nature as mentioned above in point "b" which should not be less than of Rs.50,00,000/- (Rupees Fifty Lakh) only on single contract for any one year within the preceding three financial years. In no case, multiple contract value will be taken into consideration.	
d)	Bank Account in the name of firm	
e)	Registration Certificate with GST Department having GST number in the name of Firm	
f)	Registration Certificate from appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance (ESI) Acts.	
g)	Turnover certificate, Income tax return and Financial statement of last three financial years duly certified by Chartered Accountant.	
h)	Paper Cost of Rs.10,000/- (Rupees Ten Thousand) only in shape of DD	
i)	E.M.D of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of TDR	
j)	Valid PAN Card	
k)	Valid Contract Labour License	
l)	Valid Labour License	
m)	The bidder should submit separate Affidavits regarding:- a. The document submitted along with the bid is genuine. b. Affidavit regarding deposit of Statutory dues of the workers engaged in previous work place for which experience certificate has been given at proper quarter. c. Affidavit regarding not being blacklisted in any organization where sanitation work has been awarded in his favour for preceding five years.	


Executive Officer,
NAC Tarbha

FINANCIAL/ PRICE BID

**DETAILED ESTIMATE FOR THE WORK:
PROVIDING STREET SWEEPING, DRAIN CLEANING, DEAD ANIMAL SHIFTING, OTHER PRIVATE
AND GOVERNMENT FUNCTION ETC. AS PER H&U.D. DEPTT GUIDELINE ETC. OF NAC TARBHA.**

Sl. No	Details	Unit	Quantity	
	Description of item			
A	Sanitation worker required to Providing Daily Road sweeping and drain cleaning, Garbage lifting to MCC and MRF, Spraying disinfectants and bush up-rooting with transportation of all kinds of garbage/ waste from source to the MRF and MCC. Other Private & Government Function etc.	No	28	
B	Total sanitation worker required	No	28	
C	Wages of sanitation worker per Day per worker	Rs	472.00	
D	Wages per Day (for 28 Workers)	Rs	13216.00	
E	Total Wages per Month (28 Workers × 30 days)	Rs	396480.00	
F	Total Amount (Estimated Cost for Bidders) per month		396480.00	
Fixed Additional Charges Per Month (not to be included by bidders while quoting amount)				
G	E.P.F @ 13.00 % as per row E	Rs	51542.00	
H	E.S.I @ 3.25 % as per row E	Rs	12885.00	
I	Service charges as per Finance Dept. Govt. of Odisha letter no. 19595 Dt. 11.07.2023 i.e. 3.85% to 7% (to be Quoted by bidder in % with amount)	% with Amount	% In Figure	% In Word
			Amount in Figure	Amount in Word
J	Transportation Cost : 1 No. of Tractor along with Driver & fuel charges (80516.00/month) (detained for 8 hours & average working hour is 6 hours @447.31/hour) as per SR of 2022 Govt. of Odisha Chapter 04.	(Less/ Excess/ SR) over the monthly charges in Rs.	In Figure	In Word

Important Instructions to bidder:

- Bidders are allowed to compete only for the Service charges as mentioned in Row No. I (both % with Amount) and the Transportation Charges mentioned in Row No. J of the Price Bid.
- The quoted rate must be mentioned in both Word & Figure clearly. No over writing shall be allowed in the Price Bid.


 Executive Officer
 NAC Tarbha