



F.No.32-15/JE(L)/AE-I/O.M./2019-20

OULGARET MUNICIPALITY

PUDUCHERRY-5

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**NOTICE INVITING TENDER**

Tender Ref.No.OM/e-tenders/355/2019-20

Tender I.D.No.2020\_DLA\_6055\_1



**OULGARET MUNICIPALITY**

**PUDUCHERRY- 605 005**

**Name of work:** *Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry.*

Last date for down loading of e-Tender : **24-03-2020 up to 3.30 P.M**

Last date for submission of e-Tender : upto 3.30 P.M on **24-03-2020.**

Date and time of opening of e-tender : 4.00 P.M on **24-03-2020.**

**COMMISSIONER  
OULGARET MUNICIPALITY**

email: om.pon@nic.in

**Cost of tender document Rs.525/- (Inclusive of 5% GST)**

## TENDER DOCUMENT

**OULGARET MUNICIPALITY  
PUDUCHERRY - 605 005**

### NOTICE

**Tender I.D. No. 2020\_DLA\_ 6055\_1**

**Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry.**

Online bids are hereby invited on behalf of the Oulgaret Municipal Council, Puducherry from eligible Contractors / Firms / Individuals / Co-operative Societies for the work mentioned below:-

<b>Name of work</b>	<b>Period of work</b>	<b>Earnest Money Deposit Rs.</b>	<b>Cost of Tender Document Rs.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry.  a) One tractor with trailer and one driver with valid HMV License. (b) One Genset with capacity to operate 2 HP Motor (or) Power Take Off arrangement in tractor. (c) One 2 HP motor pump/pump. (d) 1" hose of 100 feet length with heavy sprayer gun with minimum 18 feet coverage. (e) One number of labour for spraying EM Solution. (f) One number of 2000 liters capacity of PVC tank with water.	12 Months	20,000/-	525/- (inclusive of 5% GST)

2. Tender documents can be seen on website: [www.py.gov.in](http://www.py.gov.in) and download / participate online from <http://pudutenders.gov.in> by the Contractors / Firms / Individuals / Co-operative Societies registered on the Portal.

**Tender Submission Details:**

a.	Tender I.D.No.	2020_DLA_6055_1
b.	Bid document available from <a href="http://pudutenders.gov.in">http://pudutenders.gov.in</a>	12-03-2020 @ 10.00 am Up to 3.30 pm on 24-03-2020
c.	Last date and Time for downloading of Bid	24-03-2020 @ 3.30 pm
d.	Last date and Time for Online submission of Bid documents	24-03-2020 @ 3.30 pm
e.	Date & Time of opening of Bid	24-03-2020 @ 4.00 pm
f.	Bid Validity	90 days
g.	Period of work	12 Months from the date of issue of work order.

3. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital Signature Certificate (DSC) at the earliest. Bidders shall submit their offer in electronic format in above mentioned website on or before the scheduled date and time as mentioned above after digitally signing the same. No offer in physical format of bid shall be accepted and any such offer if received by Oulgaret Municipality, Puducherry shall be summarily rejected.

4. The cost of Tender Documents and Earnest Money Deposit (EMD) as noted in col.3 & 4 of the table above are to be submitted through Online Mode in favour of the Commissioner, Oulgaret Municipality only and failure to provide EMD and cost of tender document as specified here shall lead to rejection of bid.

5. The completed bid comprising of documents indicated in bid digitally signed should be uploaded in the website cited along with scanned copies of requisite certificates / documents as are mentioned in different sections in the bidding document.

**CONDITIONS:-**

- (a) The bid submitted by the bidder without earnest money deposit and cost of tender document will be summarily rejected.
- (b) The jurisdiction of court shall be at Puducherry.
- (c) The Commissioner on behalf of the Oulgaret Municipal Council, Puducherry reserves the right to alter, cancel and add extra conditions, besides reserves the right to reject any/ all offers without assigning any reason thereof.
- (d) The contractor not to claim any condition apart from the NIT.
- (e) The tender can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
- (f) EMD shall refunded to unsuccessful bidders only after evaluation of bid.

- (g) Possession of Digital Signature Certificate (DSC) and registration of the eligible Contractors/Firms/Individuals/Co-op., Societies on the website (i.e.,) <https://pudutenders.gov.in> shall be a prerequisite for e-tendering.
- (j) For further details and e-tendering schedule, visit website <https://pudutenders.gov.in>
- (k) Please contact e-Procurement cell e-Tender help desk for guidance in Phone No. 0413-2220225 & 1800 3070 2232 (Toll Free) during office hours.

**COMMISSIONER**  
**OULGARET MUNICIPALITY**  
**PUDUCHERRY**  
email: om.pon@nic.in

## **Tender I.D.No.2020\_DLA\_6055 1\_**

**Name of work:** Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry.

### **TENDER CONDITIONS**

#### **A. ELIGIBILITY CRITERIA**

##### **(I) ORGANISATION DETAILS**

1. Brief information of the Contractors/Firms/Individuals/Co-operative Societies.
2. Name and address of the Contractors/Firms/Individuals/Co-operative Societies.
3. Name of Key personnel/Telephone Nos./Email I.D. and existing manpower details.
4. Annual turnover with Audit statement for the year 2018-19.
5. An undertaking to the effect that the bidder has not been black listed by any Government Department/Agency/Society. The undertaking shall be in stamp paper of Rs.20/- value and signed before a Notary public. Failure to submit the undertaking will level to rejection of the bid.

##### **(II) TECHNICAL CAPABILITY OF BIDDER**

1. The bidder must have required tractor with trailer, spraying machineries and 2000 liters water tank and man power.
2. The bidder should have a tractor with trailer on his own or on lease.
3. The tractor and trailer should have valid Fitness Certificate issued by the Transport Department, Puducherry. Self Attested copy of RC Book, Fitness Certificate and Insurance should be enclosed along with the bid.
4. For lease tractor and trailer, lease agreement should be enclosed along with the bid.

#### **B. GENERAL CONDITIONS:**

1. The tractor and trailer should have valid Fitness Certificate issued by the Transport Department, Puducherry. Self Attested copy of RC Book and Insurance should be enclosed along with the bid. FC should be renewed every year from the RTO concerned.
2. The driver should have valid HMV License issued by the competent Authority.
3. The spraying of EM Solution at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry should be carried out as per the instruction of the Yard-in-charge of the Oulgaret Municipality.
4. Spraying of Effective Microorganism (EM) Solution should be carried out for 8 hours per day in two spells i.e.,4 hours in the morning session and 4 hours in the evening session, as per the instruction of the Yard-In-charge of the Oulgaret Municipality.
5. The bid should be submitted in the Online Mode only.
6. The Commissioner reserves the right to reject any or all the bids without assigning any reason thereof.

7. The rate should be quoted in Bill of Quantity (BOQ) for unit in figures should be inclusive of all the charges such as tax, GST, transportation, loading & unloading, other incidental charges and all applicable Taxes. The bidder should arrange 2000 liters of water per day to execute the work on his/her own cost in BOQ.
8. Tender is valid only for 90 days from the date of opening of the tender.
9. Copy of the Income Tax turnover statements and auditor statements for the year 2018-19 should be submitted along with the bid.
10. Please contact e-Procurement cell e-Tender help desk for guidance in Phone No.0413-2220225 & 1800 3070 2232 (Toll Free) during office hours.
11. The successful bidder shall enter into a Contract Agreement within 15 days from the date of issue of work order.
12. The successful bidder shall commence the work within the time frame notified by Oulgaret Municipality, Puducherry.
13. The Effective Microorganism (EM) Solution will be supplied by the Oulgaret Municipality, Puducherry.

**C. PAYMENT TERMS:**

- (i) Payment shall be made based on number of days the vehicle engaged for spraying of Effective Microorganism (EM) Solution in the Resource Recovery Park (Kurumbapet Dumping Yard), Kurumbapet, Puducherry.
- (ii) The successful bidder should not show any shortfall in execution of work citing any payment delay on the part of the Municipality during the contract period.

**D. PENALTY CLAUSE**

The successful bidder should engage vehicle for spraying of Effective Microorganism (EM) Solution on all days including holidays. The work should be executed strictly as per the instruction of Yard-in-charge of the Oulgaret Municipality. Any non compliance of instruction regarding the execution of spraying work in the dumping yard issued by Yard-in-charge, Oulgaret Municipality may impose a penalty of Rs.1000/- for 1<sup>st</sup> occurrence and will double the penalty for every complaint thereafter. After 3 complaints the contract agreement will be terminated by the undersigned.

**E. BIDDING through E – Tendering System - ONLINE SUBMISSION OF BIDS**

1. The bidding under this contract shall be electronic bid submission through website <http://pudutenders.gov.in> Detailed guidelines for viewing bids and submission of online bids are given on the website. The invitation for Bids under this procurement shall be published on this website. Any citizen or prospective bidder can submit bids online; however, the bidder shall be required to have enrolment /registration in the website and should have valid digital Signature Certificate (DSC). The bidder should register in the website <http://pudutenders.gov.in> using the relevant option available. Then the Digital Signature Registration has to be done after logging into the site.

2. After getting the bid schedules, the Bidder should go through them carefully and then submit the documents as stipulated, failing which, the bid shall be rejected.

3. The completed bid comprising of documents indicated in the bid digitally signed should be uploaded in the website given above through e-tendering along with scanned copies of requisite certificates / documents as are mentioned in different sections in the bidding document.

#### **F. Electronic Submission of Bids:**

(1) The cost of Tender Document of Rs. 525/- (inclusive of 5% GST) and Earnest Money Deposit (EMD) of Rs.20,000/- are to be submitted through Online Mode in favour of the Commissioner, Oulgaret Municipality only and failure to provide EMD and cost of tender document as specified here shall lead to rejection of bid.

(2) The bid documents shall be made available in [www.py.gov.in](http://www.py.gov.in) website from 12-03-2020 to 24-03-2020 at 3.30 pm. The bid document can be downloaded from <http://pudutenders.gov.in> at free of cost. The bids shall be opened in online on 24-03-2020 at 4.00 pm in the presence of bidders who choose to be present.

(3) The Commissioner, Oulgaret Municipality shall be the sole authority upon all matters relating to the meaning or interpretation and consequence of the Specification and conditions of this Tender Notice (or) contract to be executed.

(4) **Performance Security Deposit:** The successful bidder shall furnish a performance guarantee Rs.30,000/- in the form of Demand Draft/ Cheque/ Pay order on receiving of letter of acceptance issued by the Oulgaret Municipality, Puducherry. The work order to the successful bidder will be issued only after receiving of Performance Security Deposit.

(5) The EMD and Performance Security Deposit of the successful bidder will be returned only after satisfactory completion of work and after the contract period.

(6) The contract shall not be assignable by the contractor.

(7) The Oulgaret Municipal Council, Puducherry reserves the right to alter, cancel and add extra conditions, besides reserves the right to reject any/ all offers without assigning any reason thereof.

(8) **Alteration in the Specification:** The specification issued with this form of tender must not be altered by the bidders.

(9) **Incomplete Tenders:** Tender will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) called for not given within stipulated time.

(10) **Cancellation of Tender/Contract/ in part or Full in case of Default in Contract / Supply:** If the contractor, in the opinion of the Commissioner, Oulgaret Municipality, Puducherry fails or neglects to comply with any of the term & conditions forming, part of the order issued, the Commissioner, Oulgaret Municipality, Puducherry shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract / order by giving 15 days notice in writing to the contractor/firms without being

liable to pay any compensation for such cancellation. The Commissioner, Oulgaret Municipality reserves his right to black list the contractor if the contract is terminated due to default (or) unsatisfactory service (or) negligence (or) incompetence of the contract.

(11) Revision of rates are not allowed after the tenders have been opened.

(12) Conditional tenders and/or incomplete tenders in any respect shall be rejected.

(13) **Default:** In the event of default and unsatisfactory service of the Contractors / Firms / Individuals / Co-operative Societies, the Oulgaret Municipality shall be at liberty to take up the work through other sources and claim shall be made from the concessionaire by deducting the amount from his payment.

(14) If any of the date earmarked for opening of bid happens to be holiday, the bids shall be opened on the very next working day at the same time and venue.

(15) The contractor shall utilize machineries of one Tractor with trailer, Genset with capacity to operate 2 HP Motor/Power take of arrangement, one 2 HP motor pump / pump, 1" hose of 100 feet length with heavy sprayer gun with minimum 18 feet coverage, 2000 liters capacity of PVC tank with water which are in good working condition.

(16) If there is any break down in the machineries, the contractor is liable to engage any other replacement immediately at his own cost failing which Oulgaret Municipality shall engage such machinery and the cost involved shall be deducted from the payment due to the contractor.

(17) The Contractor shall ensure that the employee of the Contractor shall not be under the influence of alcohol or any other intoxicant while on duty.

(18) The Contractor shall ensure that he or his men or agent or employees or servants or officials shall not behave in unbecoming manner or misbehave with the officials of the Municipality or any other person at any point of time.

(19) The Contractor shall provide safety and welfare materials to the operators, cleaners or any persons employed in connection with the deployment and operation of EM Solution spray equipments as per the standard procedures prescribed by any relevant Act and Rules in force.

(20) The concessionaire shall be responsible and liable to adhere with all the provisions of Acts and Rules in force for his employees and heavy machineries/vehicles engaged in the yard including but not limited to

- (a) Payment of Wages Act, 1948
- (b) Workmen Compensation Act, 1923
- (c) Payment of Gratuity Act, 1936
- (d) Minimum Wages Act, 1948
- (e) Equal Remuneration Act, 1976
- (f) Employees Provident Fund Act, 1952
- (g) Contract Labour (Abolition and Regulation) Act, 1970
- (h) Employees State Insurance Act, 1948



(21) The Contractor shall insure his machineries and equipment from all probable and possible and unforeseen accidents or incidents. The Contractor shall be responsible for every accident caused to any person or property either to his or any other men or property or equipment or to the men or employees or equipment or property of the Municipality, by the machineries and equipment and pay such compensation or damages as decided by any Court of law or Statutory Authorities and in such event of any such loss or damage to the Municipality, the Municipality shall have the right to recover the damages from the Contractor and the Municipality shall have lien on any amount pending payment to the Contractor. The Contractor shall be required to get such insurance coverage for such expenses.

(22) All taxes, levies, cess, duties deductible from the bill of the Contractor at source shall be deducted from his bill/invoice by the Oulgaret Municipality.

(23) The Oulgaret Municipality may deduct such penalties as computed as per the provisions of this agreement from the bill/invoice of the contract.

(24) Any inquiries in this regard should be addressed only to the Commissioner, Oulgaret Municipality, Puducherry.

(25) The Contractor shall not engage any person who have not completed the age of 18 years.

Place: Puducherry, Date:

**COMMISSIONER**  
**OULGARET MUNICIPALITY**  
**PUDUCHERRY**  
email: om.pon@nic.in

**Annexure – I**

**PRICE BID DOCUMENT  
(TO BE UPLOADED IN ONLINE MODE)**

**Name of work:** Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry.

<b>Sl. No.</b>	<b>Description of work</b>	<b>Quantity/ Unit</b>	<b>Rate in Rs. (in figures)</b>
1.	Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry.  (a) One tractor with trailer and one driver with valid HMV License. (b) One Genset with capacity to operate 2 HP Motor (or) Power Take Off arrangement in tractor. (c) One 2 HP motor pump/pump. (d) 1" hose of 100 feet length with heavy sprayer gun with minimum 18 feet coverage. (e) One number of labour for spraying EM Solution. (f) One number of 2000 liters capacity of PVC tank with water.	1 Job/per day	

**Signature of tenderer with seal**

**Annexure – II**

**Model Agreement Form**

Tender I.D. No.2020\_DLA\_ 6055\_1

Tender Reference No.OM/e-tenders/355/2019-20

**OULGARET MUNICIPALITY**

**PUDUCHERRY-5**

Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry by M/s. \_\_\_\_\_

**AGREEMENT**

Agreement made the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Two Thousand and Twenty between M/s. \_\_\_\_\_

(Hereinafter referred to as the contractor) of the one part and Oulgaret Municipality (hereinafter called the Department) of the other part:

Whereas the contractor has agreed for Spraying of Effective Microorganism (EM) Solution by engaging men and machinery at Resource Recovery Park (Kurumbapet Dumping Yard) at Kurumbapet, Puducherry as per specification and schedule attached hereto at the Prices and in the manner and upon the Terms and the conditions hereinafter mentioned and whereas the Contractor has deposited with the department the following securities: \_\_\_\_\_  
to be forfeited in the event of his failure to faithfully perform any of the work covered in this contract;

Now these presents witness that for carrying the said agreement in this behalf into execution, the Contractor and the Municipality do hereby mutually covenant, declare, contract and agree each of them with the other of them in the following (that is to say):

The term "Contractor" shall include these present and the Tender Schedules and Specification hereto annexed and the Specification herein and hereinafter referred to:

The term "Contractor" shall mean the persons firm or company with whom the order for the work is placed and shall be deemed to include the Contractor's successors (if approved by the Municipality) representatives, heirs, executors and administrators unless excluded by the contract.

**Signature of the Tenderer**