

Office of the Cantonment Board Jammu
Satwari, Jammu Cantt- 180003
Phone: 0191-2450992
E-tender Notice

Sealed tenders are invited on behalf of Cantonment Board Jammu from the eligible experienced contractors/Agency/Organization for the work of “**Integrated Solid Waste Management**” i.e.. Sweeping/cleaning of roads, Streets, Open drain, door to door collection, urinals, public toilets in schools, Segregation and compost in civil areas in 05 wards i.e... Ward No 1, 2, 3, 4 & 7 and including door to door collection in 02 wards i.e.. Ward No. 5 &6 as per MSW Handling rules 2013, in Jammu Cantonment Board. The applicant Firm/Agency/Organization is required to produce the following documents with the application.

- (1) Registration Certificate (2) Labour License (3) Experience in same trade with Govt. Dept.
(4) EPF/ESI/Service Tax No. Details (5) Two vehicle Registration on firm name to dispose of garbage
(6) Bank solvency of Rs **30 Lacs** (7) Annual Turnover of the related work should not be less than
Rs **One Crore** (8) Enlistment Certificate from any Cantonment Board/ Municipal bodies of the same work.

S.No	Description	Date	Time
1	Publishing Date	06.04.2017	1230 hrs
2	Download Document Date	06.04.2017	1230 hrs
3	Bid Submission Start Date	06.04.2017	1230 hrs
4	Bid Submission End Date	27.04.2017	1200 hrs
5	Date of Opening of Technical Bid	28.04.2017	1200 hrs
	Opening of Financial Bid- after scrutiny and evaluation of the technical Bid documents.		

NOTES:

1. Further details can be seen from the e-procurement portal www.eprocure.gov.in.
2. The brief advertisement is also available on www.cbjammu.org.
3. Tender will be uploaded on the portal www.eprocure.gov.in and the contractor registered on this website will be able to submit their bids online.
4. The cost of the tender form shall be Rs 1000/-.
5. The tenderer shall have to deposit Rs 2 lacs as Earnest money in the shape of FDR/CDR/Demand Draft in favour of Chief Executive Officer, Jammu Cantt.
6. Any other information can be had from the office of the Cantonment Board Jammu during office hours. The Chief Executive Officer, Cantonment Board Jammu reserves the right to reject any tender without assigning any reason.

Chief Executive Officer
Cantonment Board Jammu

Tender Document
For the “Integrated Solid Waste Management”
Work in Cantonment Board, Jammu

Name of Work: Selection of Service Provider to work as Contractor for overall "Conservancy work/Integrated Solid Waste Management" in 05 wards i.e.. Ward No 1,2,3,4 & 7 and including Door to Door Collection in 02 wards i.e.. Ward No 5 & 6, as per MSW Handling Rules 2013, in Cantonment Board Jammu.

JANUARY 2017

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Instructions to Applicants

MODE OF SUBMISSION OF TENDER:

1. The sealed tenders shall be addressed to the Chief Executive officer, Cantonment Board Jammu.
2. The bidders are required to submit two bids, i.e. **Technical bid** and **Financial bid** in the prescribed formats given below.
3. In the Technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws etc. In addition, they shall also specify the educational qualifications and work experience of each of the personnel that the bidder proposes to deploy. In the Financial bid, the bidder will submit the quotations for his charges. It should be written boldly on top of the both envelopes as **TECHNICAL BID** and **FINANCIAL BID**. Both the envelopes should be submitted in a single sealed cover duly addressed and super scribed with **QUOTATION FOR OUTSOURCING OF "Integrated Solid Waste Management"** on top. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Finance bids of only those bidders, who are short listed on the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.
4. This office reserves the right to postpone/ and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
5. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions.
6. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms conditions contained herein and submit the same.

Special Instruction to the Contractors/ Bidders for the e -submission of the bids online through e-Procurement Portal

1. Bidder should do online Enrollment in this Portal using the option click here to enroll available in the home page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized certifying authorities such as e-Mudhra CA/GNFC/IDRBT/MTNLITRUSTLINE/SAFESCRAPTITCS etc.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e -token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values Only.
8. If there is any clarification, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given I person to the Tender Inviting Authority, within 'the bid submission date and time for the tender.
10. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
11. The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the client system as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

13. It is important to note that, the bidder has to click the freeze bid button, to ensure that he/she completes the bid submission process. Bids which are not frozen are considered as incomplete/invalid bids and are not considered for evaluation purposes.
14. In case of offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the of bid submission online should be the same otherwise the tender will be summarily rejected.
15. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
16. The bidder may submit the bid documents online mode only, through this portal, offline documents will not be handled through this system.
17. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
18. Successful bid submission from the system means; the bid as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
19. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
20. The time that is displayed from the server clock at the top of the tender portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e -procurement portal. The time followed in this portal is as per Indian standard time (IST) which is GMT +5:30. The bidders should adhere to this during bid submission.
21. During the transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured socket layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
22. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

SCOPE OF WORK

Conservancy service required to be provided by the contractor on daily and weekly basis (including Sundays) are given below:

1. Door to door collection of the garbage.
2. Segregation of garbage.
3. Composting of biodegradable garbage. Compost prepared will be supplied to Cantonment Board for horticulture purposes.
4. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest garbage pit.
5. Making/ preparation of pit-box station for composting at trenching ground.
6. Making of segregation platform at trenching ground.
7. Cleaning and sweeping of roads, cleaning of urinals, public Toilets etc
8. Cleaning and sweeping open drains.
9. Cleaning of common areas including parks and schools.
10. Primary collection of garbage from road side.
11. Recycling / disposal of non-bio-degradable waste as per MSW Handling Rules 2013.
12. Management and beautification of trenching ground.

03 tractor with hydraulic jack fitted trolley for garbage collection (02 in morning shift and 01 in 2nd shift from VVIP area)/ transportation to the trenching ground and atleast one motor vehicle (like Tata ACE) along with driver to cover the interior areas for effective door to door collection of garbage with dual storage facility will be provided by the contractor.

Minimum 60 workers are to be engaged by the contractor. Material like shovels, drains scrappers, wheel barrows, gum boots, brooms, baskets, lime unslaked, hygiene chemicals etc. shall be provided by the contractors to the workers engaged by him one time. Rickshaws in good working conditions shall be provided by the Cantonment Board but shall be maintained by the contractors during his contract period. There should be extra stock of rickshaws with Contractor to meet up the requirement as and when required and it shall be the responsibility of the contractor.

Note: All work of conservancy/ Integrated solid waste management is done in accordance with **MSW Handling Rule 2013** as amended from time to time.

Technical Bid

1. Eligibility Criteria for Bidder:

Following conditions must be fulfilled by the bidder. The required details and supporting documents in this regard should be submitted along with the form for Technical bid (Tender Form-A). All the documents should be numbered and enclosed as annexure with the technical bid. Each and every page of the tender document should be signed and stamped by the Firms/Agencies/Contractors.

1. The applicant Contractor/Agency should have at least **Three years'** experience in providing Integrated Solid Waste Management/Cleaning of Roads, Door to Door Collection of garbage, Segregation & Composting of biodegradable Waste.
2. The applicant's average annual turnover should be not less than 1 **crore** for last three years. In this regard as proof copies of Income Tax Return along with copies of Balance Sheet and Profit and Loss Account for the relevant year should be enclosed.
3. The agency should have a reputed client base of related works.
4. The agency should have the 1 work order of providing 90 manpower or 2 work order of 60 manpower.
5. The agency should have the EPF registration.
6. The agency should have the ESIC registration.
7. The agency should have the valid labour licence.
8. The agency should have the valid enlistment from any Cantonment Board/ Municipal Bodies/Concerned Dept. for the same work.
9. The agency should have the ISO &OHSAS Certificate for the Standard Quality Work Certification.
10. The agency should have at least 2 motor Vehicles' ownership with the name of Firm.

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

PRICE BID

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

1. All the rates must be written both in figures and words. Corrections, if any, should be authenticated by Countersigning.
2. The rates quoted should be exclusive of any taxes, Govt. duties etc. as applicable. However, details of all applicable taxes with rate may be mentioned.

Chief Executive Officer
Cantonment Board Jammu

TENDER FORM "A"

(Technical Bid)

1. Name & Address of Firm :
2. Name of Promoter of the Firm :
3. Profile of the company Ifirm :
4. Technical background/ Experience :
details (see conditions). Along with
supporting documents
5. Details of Earnest money dt..... /FD/DD/CDR vide
6. Status of the Bidder Firm
(Type of firm registered with proprietors/partnership/NGO)
 - a. **Service tax Registration document.**
 - b. **Certificate of registration with P.F. Commissioner.**
 - c. **Certificate of Registration with ESI Corporation.**
 - d. **License issued by Ministry of labour.**
7. Income Tax Return/PAN card :
8. OHSAS quality standard work certificates (if any):
9. Enlistment Certificate :
10. Experiences certificates of such nature of work :
11. Two vehicle registration document proof of owner ship of vehicles to be used for disposal of
garbage.

Signature of authorized Representative :
Name of the Authorized Representative :
Address of the Agency :
Seal of the Agency :

TENDER FORM "B"

(Financial Bid)

S.No	Description of Manpower	Rate per month	Amount to be paid by Cantt Board per month
A	Unskilled man power minimum 60 Nos of workers		Rs.....
i.	Skilled man power minimum one number of worker		
ii.	Weekly rest 1/6 as per rule		
iii.	EPF rates as applicable		
iv.	ESIC rates as applicable		
	Total		
B	Tools & Equipment's Charges		
i.	Uniform & Other Charges		
ii.	Vehicle charges for garbage/silt removal		
iii.	Segregation and disposal of garbage		
	Total		
C	Contractor service charges		
	Service tax (if applicable)		
	Total		
	Grand Total		

I/We have read the terms & conditions of the tender and seen the site and shall abide by the same. I/We, also indicate that, processing, Sweeping/ Cleaning of Roads, Streets, open nallahs/drain and all common areas, shall be done as per Municipal Solid Waste Management Rules 2013 as amended from time to time.

Note:- The above rates will be applicable as per minimum wages of the Central Government and will be revised as and when the wages revised by the Central Government and will be paid by the Cantt Board.

Name & Signature
of Tenderer
with Seal

Dated

Terms & Condition

Whereas, the Board desires to hire the Contractor to provide the service of Integrated Solid Waste Management/Conservancy services within the boundaries of Jammu Cantonment.

Term of contract:

1. The term of contract shall be one year. The Board may choose to further extend this contract for further period of two years for a total maximum contract term of three years, after evaluation of the performance of the services rendered by the contractor, and the contractor will have no claim/compensation what so ever if the contract is not renewed after one year.
2. Renewal of the contract will be subject to satisfactory by the contractor performance and signing of the fresh agreement between Cantonment Board, Jammu and the contractor after expiry of the validity period of the current contract.
3. All charges/taxes livable on contract paid by contractor will be the paid by the Cantonment Board, Jammu.
4. Contract will be valid for one year and extendable up to next two years at the option of the Cantonment Boards' approval. It will be monitored by the Chief Executive Officer/Board/ Auth. Rep. by every year and will be subject to satisfactory performance of the work and no breaches in term and conditions. In the satisfaction report of the officials the rates of the service may be increased upto 10 to20% each year.
5. The contractors will take instruction from the Chief Executive Officer or any official authorized by the Chief Executive Officer, Cantonment Board, Jammu.
6. The payment shall be made to the Service Provider on or before 7th of the following month. At the time of submission of bill for payment, the contractor should submit the proof for the previous payment made towards statutory liabilities like EPF, ESI etc in respect of all the engaged personnel.
7. In case of any deficiencies found in service of contractor by the Chief Executive Officer, Cantonment Board Jammu or his authorized representative a penalty of Rs 2000/- per day shall/will be deductive from the monthly payment to be made to the contractor.
8. The persons engaged by the contracting agency will be in the employment of the Agency only. Cantonment Board, Jammu has no relation with the persons employed by contractor.
9. The personnel should be punctual and should complete the work assigned to them promptly and meticulously. The worker, if not found working satisfactorily, must be replaced by the Service Provider on notice of three working days.

10. The personnel should report to the officer-in-charges assigned by the Office.
11. The Service Providers should be registered under the ESI & Provident Funds Acts and other relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
12. If any dispute of differences between the contractor and the office arises, the same shall be referred to the arbitrator whose decision shall be final and binding upon both the parties.

Payment Terms:

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

- a. The payment to the contractor will be made by Cantonment Board, Jammu on post monthly basis subject to satisfactory services during the period. The payment of statutory charges like EPF, ESI and Service Tax etc. will be made to the contractor in arrears on actual after submission of documentary evidence by the contractor to the effect that these charges have been deposited with the concerned Govt. authorities.
- b. The contract rates shall be based on existing Minimum Wages promulgated by the Labour Department, Govt. of India/state, and will be subject to revision on revision of Minimum Wages by Department of Labour, Govt. of India/state for which intimation letter shall be submitted by the Contractor along with copy of Govt. order to this effect. The payment to the contractor will be enhanced in accordance with revised Minimum Wages after approval of competent authority.
- c. The Contractor shall submit a consolidated monthly bill due for the services rendered during the preceding one-month by the 7th of the month verified by the representative of the Customer. The payment for the services will be made to the Contractor in arrears and no advance payment will be made to the Contractor.

Compliance with Laws and Regulations

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

Contractor Personnel

1. The contractor shall assign a qualified person or persons to be In charge of operations in the Board and shall give the name or names to the Board.
2. The Contractor employees shall wear a clean uniform bearing the Contractor's name and conduct themselves in a professional manner at all times and adheres to the contractor Rule & Regulations.
3. Each employees shall at all times, carry a valid operator's license for the type of vehicle if they use it.
4. The Board may order the dismissal of any employee of the Contractor who violates any provision hereof or who is wanton, negligent, or discourteous in the performance of his duties.
5. The Contractor for reasons of race, creed or religion shall deny no person employment.

Chief Executive Officer
Cantonment Board Jammu

EVALUATION OF CREDENTIALS

1. The short-listing of Applicants shall be done based on the marks obtained by the Applicants after evaluation of their Credentials. The Applicants shall submit the documents, asset out below, to enable NPP to evaluate their Credentials for short-listing. The parameters that shall be considered for short-listing and the weightages assigned to each parameters are set out in the table below

S.No	Parameter	Specification Unit	Maximum Score	Yours Score
1	Experiences certificates Govt. Department of such nature of work i.e.. Three work orders for handling of 70 manpower each	70 X 3 W/O	10	
	Two work orders of 90 manpower each	90 X 2 W/O	15	
	Single work order for handling of 120 manpower	120 X 1 W/O	30	
2	PAN No. & Income Tax Return	Upto 3 Years	5	
		4 to 06 years	10	
		6 years & above	15	
3	a. Service tax Registration document		05	
	b. Registration with E.P.F/ESIC			
	c. License issued by Ministry of Labour.			
4	Average annual turnover of financial year 2013-14, 2014-15, 2015-16 Audited Balance Sheet	up to 100 lac	5	
		101 to 150 lac	10	
		above 151 lac	15	
5	ISO Quality Standard of Work Certificate		10	
6	OHSAS Quality Standard of Work Certificate		10	
7	Bank Solvency	upto 30 lac	20	
	Full marks- 100 Minimum Qualifying Scoring marks for Technical Bid- 85 points			

CERTIFICATE

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

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

S.No	Type of Documents Whether	Yes or No
1	Document showing registration with	Yes/No
	i. Commissioner, Employees Provident Fund	Yes/No
	ii. ESI Corporation	Yes/No
	iii. Service Tax Deptt.	Yes/No
	iv. Labour commissioner	Yes/No
2	Income Tax Return for the	Yes/No
3	Proper methodology of the work	Yes/No
4	List of clients for showing experience in the same field	Yes/No
5	Annual Turnover of 3 financial year	Yes/No
6	ISO & OHSAS Quality Standard Work Certificate	Yes/No
7	Vehicles registration document proof of owner ship of vehicles to be used for disposal of garbage	Yes/No

Signature of Bidder with seal/Agency Head

Name of the Organization Head

Address of the Agency

FRAUD AND CORRUPT PRACTICES

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Invitation of Tender document, Cantonment Board shall reject a Tender without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.

Chief Executive Officer
Jammu Cantt