



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR

Odisha - 768001

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Notice No: 1097 / SMC

Date: 05/02/2025

REQUEST OF PROPOSAL FOR SELECTION OF SUITABLE AGENCY FOR SELECTION OF OPERATOR TO CARRY OUT FLEET MANAGEMENT OF 04 NUMBER OF 500LTR MINI CESSPOOL VEHICLES TOWARDS COLLECTION AND TRANSPORTATION OF SEPTAGE GENERATED IN SAMBALPUR MUNICIPAL CORPORATION AREA

Sealed tender are hereby invited by Sambalpur Municipal Corporation from interested, reputed and suitable operator to carry out fleet management of 04 number of 500ltr mini cesspool vehicles towards collection and transportation of septage generated in sambalpur municipal corporation area as per the rate approved by the Authority for a period of 05 (five) years.

The details of the bidding process are as follows:

Sl No.	Bidding Schedule	Date line
01	Date of Issue	05.02.25
02	Bid due date and time	27.02.25
03	Opening of Bid date and time	28.02.25 4.30 PM

Bidders are required to submit the bid documents in a sealed cover scribed "Bid for selection of suitable Operator for running 04 nos. of mini cesspool vehicle from Sambalpur Municipal Corporation", The Bid document which must reach to this office on or before 27.02.25 by Speed Post/ Regd. Post/ Courier only and the document must be addressed to The Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur-768006. Any other details or information can also be received from Sanitation Cell, Sambalpur Municipal Corporation. The details tender document can be downloaded from this office website www.smcsambalpur.nic.

The sealed tender proposal shall be submitted along with non-refundable application fees of Rs.10,000/- (Rupees ten thousand only) in shape of Demand draft from any Nationalize or Private Bank drawn in favour of the Commissioner, Sambalpur Municipal Corporation, Sambalpur, 768001 payable at Sambalpur.

The authority shall not be held responsible for any postal delay and the tender document received beyond the due date and time shall be reject

The Commissioner, Sambalpur Municipal Corporation reserves the right to revise or amend the notice and/ or the Bid Document, fully or partly. Commissioner, Sambalpur Municipal Corporation is reserved the Right to reject any or all offers without assigning any reason thereof.

Memo No. 1098 / SMC dtd. 05/02/2025

Copy to MIS, SMC for upload in SMC web site / Office Notice board of SMC for wide publication.


Commissioner

Sambalpur Municipal Corporation


Commissioner

Sambalpur Municipal Corporation

Request for proposal

Notice No 1097 Date- 05/02/2025

Selection of operator to
carry out fleet management of
04 number of 500ltr mini cesspool vehicles
towards collection and transportation of septage generated in
Sambalpur Municipal Corporation
area



BID DOCUMENT

Sambalpur Municipal Corporation
Sambalpur, Odisha

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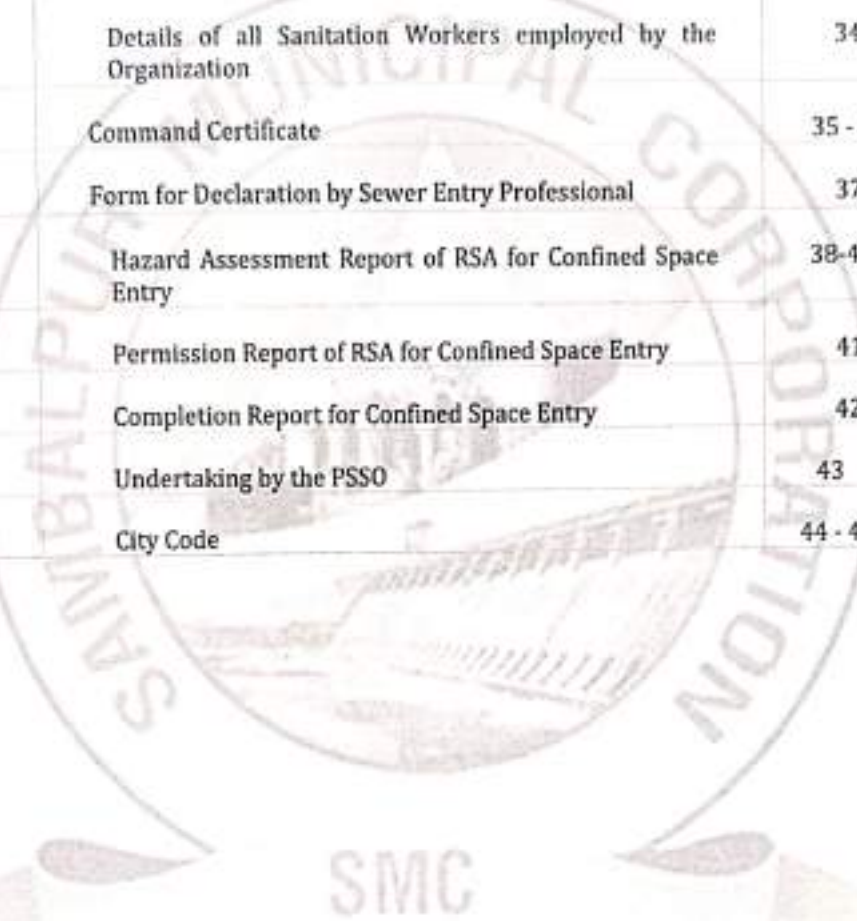
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ABBREVIATIONS

CSW	Core Sanitation Worker
ERSU	Emergency Response Sanitation Unit
FSTP	Faecal Sludge Treatment Plant
GPS	Global Positioning System
H&UDD	Housing & Urban Development Department
MoHUA	Ministry of Housing and Urban Affairs
OPWD	Odisha Public Works Department
PPE	Personal Protective Equipment
PSSO	Private Sanitation Service Organisation
RSA	Responsible Sanitation Authority
SEP	Sewer Entry Professional
SOP	Standard Operating Procedure
STP	Sewage Treatment Plant
ULB	Urban Local Body
WATCO	Water Corporation of Odisha

1. Definitions

a. "Act" m/ 2013;

b. "Ag fac e"

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1. Definitions

- a. "Act" means the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013;
- b. "Agency" means any agency other than ULB/ WATCO, which may undertake sanitation facilities in an area and includes a Private Sanitation Service Organization (PSSO) which engages in Cleaning & Maintenance of Core Sanitation Services;
- c. "Agreement" means this agreement, including the recitals and schedules hereto, as amended and supplemented from time to time;
- d. "Attendant / Top Man" means an individual stationed outside who monitors the authorized entrants and performs all attendant's duty assigned;
- e. "Authority" means the ULB / WATCO, represented by any authorized representative with whom the selected PSSO, signs the contract for the services;
- f. "Authorised Entrant" Trained, certified and adequately equipped Sewer Entry Professionals (SEPs) who are authorized in writing by the RSA to enter a Sewer/Septic tank.
- g. "Confined space" means a space which contains or has the potential to contain a hazardous atmosphere or material that has the potential for engulfing an entrant or has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section or contains any other serious safety or health hazard;
- h. "Contract" means the contract / Memorandum of Agreement signed by the parties along with all attached documents;
- i. "Core Sanitation work" means and includes services involving (i) desludging of onsite sanitation systems, (ii) maintenance of sewerage network, (iii) cleaning of drain, (iv) Operation and maintenance of sewage treatment plants or Faecal Sludge Treatment Plant (FSTP) and (v) cleaning, operation and maintenance of public and community toilets;
- j. "Core Sanitation Worker" means any person engaged in or employed for any Core Sanitation work other than domestic work by the Urban Local Body or outsourcing agency for at least a period of 50days in a financial year and registered in the concerned Urban Local Body or engaged through a PSSO;
- k. "Day" means a calendar day;
- l. "Duty Supervisor" means an officer assigned the job of supervising observance of Emergency Response Sanitation Unit protocols prescribed for Sewer and Septic tank cleaning and maintenance.
- m. "Government" means the Government of Odisha in Housing & urban Development Department;
- n. "Maintenance hole" means an opening through which a man may enter a sewer for inspection, cleaning and other maintenance and is fitted with a removable cover to withstand traffic loads in sewers;

- o. **"Private Sanitation Service Organization (PSSO)"**, means any private organization empaneled or licensed by respective *ULB / WATCO* to provide specified sanitation services to both Government and private entities;
- p. **"Protective gear"** means personal protective gear that are to be provided, worn or used by Core Sanitation Workers while performing sanitation work including and not limited to the materials referred to in Rule 4 of the Rules (PEMSR Rules, 2013) to -
- (a) avoid any exposure to human skin to substances which can lead to diseases, along with all breathing equipment which prevents inhalation of gases which can lead to diseases, and also includes any sensory equipment for detection of gases present inside the sewers or septic tanks;
- (b) avoid any injuries while carrying out cleaning work;
- q. **"Responsible Sanitation Authority" (hereinafter referred to as "RSA")** means the officials of an Urban Local Body/ *WATCO* designated as such by government to discharge duties and responsibilities relating to the Emergency Response Sanitation Unit;
- r. **"Rules"** means the "Prohibition of Employment as Manual Scavenger and their Rehabilitation Rules, 2013"
- s. **"Septic tank"** means a water-tight settling tank or chamber, normally located underground, which is used to collect and hold human excreta, allowing it to decompose through microbial activity;
- t. **"Sewage"** means the wastewater containing human body waste matter (faeces and urine etc.), either dissolved or undissolved, discharged from toilets and other receptacles intended to receive or retain such human body wastes and includes the effluent coming out of septic tanks or any such facility;
- u. **"Sewerage System"** means the underground conduit network of sewer appurtenances intended for collection and conveyance of sewage generated from each of the properties to a sewage pumping station for pumping to sewage treatment plant for treatment and disposal;
- v. **"Sewer Entry Professional (SEP)"** means Core Sanitation Workers, who have been registered with the Urban Local Body or PSSO, comprehensively trained and certified as such to carry out their assigned job with safety and security so that they do not risk their lives during regulated cleaning of sewer or septic tanks.
- w. **"Soak pit"** means a closed porous chamber that is directly connected to a primary treatment unit of residential or commercial building. It serves the function of letting the wastewater coming from the septic tank to slowly soak into the underlying ground;

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2. Effective dates of the engagement

2.1 Engagement of vehicles shall come into force from the date hereof from the date of agreement and shall remain effective for a period of 05 years, unless terminated otherwise in accordance with the provisions specified hereto.

2.2 The PSSO shall commence work in the designated geographical area with effect from the date of signing of this agreement.

2.3 Renewal of the agreement shall be based on mutual agreement of both the parties and shall be subject to satisfactory performance of the assigned jobs ensuring due compliance with the provisions of the Acts and Rules and strict observance of all the safety norms as prescribed in the Standard Operating Procedures (SOP) / guidelines / advisories, etc. issued from time to time.

3. Terms of Reference

3.1 Geographical coverage

The operational jurisdiction of the PSSO shall be designated area of Sambalpur Municipal Corporation or as may be assigned by the concerned Authority.

3.2 Scope of Work

- i. To undertake mechanical cleaning and maintenance of Sewer network / septic tanks as sought for by the Authority adhering to the Advisory on Setting up of Emergency Response Sanitation Unit and its functioning issued by the Housing & Urban Development Department in their Letter No.9363 dated 07.05.2021 in consonance with the "Standard Operating Procedure (SOP) for Cleaning of Sewers and Septic Tanks" and "Training Module for Sanitary Workers on Cleaning of Sewers and Septic Tanks" published by the Central Public Health and Environmental Engineering Organization (CPHEEO), Ministry of Housing and Urban Affairs, Government of India. The PSSO will abide by subsequent manuals, handbooks and guidelines as may be issued in the matter by the CPHEEO or the State Government from time to time.
- ii. To provide trained human resources, personal protective equipment, safety devices and machines for cleaning purposes as per the SoP. A list of the PPE, Safety Devices, equipment and machine is enclosed at Annexure -1 and Annexure - 2.
- iii. If, in emergency cases, the problem could not be resolved through mechanical means, steps should be taken to resolve the problem by certified Sewer Entry Professionals in conformity with the Standard Operating Procedure only after obtaining mandatory written permission from the Responsible Sanitation Authority to enter identified confined space. The advisory on ERSU issued vide H&UD Department Notification No.9363 dated 07.05.2021, must be strictly adhered to while undertaking such cleaning operations.
- iv. To collect and dispose of the sludge to the treatment plant safely in adherence to provisions of the Faecal Sludge & Septage Management (FSSM) Regulation, 2018 as issued by each ULB after obtaining concurrence of H& UD Department.
- v. In case where decongestion / removal of blockage or cleaning of choke in sewer network or cleaning of septic tank is beyond the scope of the task assigned, the work may be executed with written approval of the Responsible Sanitation Authority (RSA). Payment for the work shall be decided prior to commissioning of the work. The PSSO may submit the tentative estimate for the work to the respective Authority.
- vi. 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.

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vii. 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.

- A. Deployment of resources as per field requirements
- B. Desludging of septage, collection and transportation to designated location
- C. Complaint registration and redressal
- D. Implementation of tracking & monitoring mechanism

3.2.1. The total scope of work is divided into following Parts.

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.
 - * 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 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.

Desludging of septage, collection and transportation to nearest FSTP

The operator shall

- * be responsible for deluding 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
 - * Collect the copy of desludging request through tollfree no. 14420 / 18003456791
 - * ensure uninterrupted communication system between the SMC IGRMS and the supervisory field staff of the operator. Operator/ authorized representative has to communicate with call centre 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. In so doing the Authority will factor in whether at least 18 nos. of desludging operation have been done by the Agency in 3 days by one vehicle and unaddressed serial number is beyond 18.
 - * 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 IGRMS 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 agreed between the Agency and applicant. Mandatory receipt has to be given in such cases also and ULB intimated on such trips with case-wise cost collected every month.
 - * Maintain "Register of desludging request and complaint redressal" containing Name of owner, address, location, dimensions, date of desludging/complaint redressal and share the same with ULB by 3rd 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.

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3.3 Responsibilities of the PSSO

- i. It is mandatory for the PSSO to abide by all the notifications, guidelines, advisories, SOPs as have been / may be issued and/or updated from time to time and conditions specified by the Centre, State or Authority in the matter of cleaning and maintenance of sewer and septic tank. He/she shall give an undertaking (Annexure -14) to the effect that all delivery of sanitation services / hazardous cleaning operations undertaken by him/her shall be executed in accordance with the provisions of the SOPs / advisories / guidelines etc. issued by MoHUA and the State Government in matters connected with safe and secure cleaning / maintenance of sewers and septic tanks and that he / she shall be personally liable for any contravention of the laid down rules, regulations, procedures / protocols / frameworks / advisories etc. by the Core Sanitation Workers engaged by him/her for the assigned job.
- ii. The PSSO will be responsible for execution of the assigned task from commencement to completion. They shall be responsible for all injuries, damages, and accidents by gas, fire or other causes suffered by the Core Sanitation Workers employed by them. The PSSO shall take all steps necessary / prescribed to ensure their safety and wellbeing during the execution of the works.
- iii. The PSSO shall ensure that all the Core Sanitation Workers engaged by it are registered with the concerned Urban Local Body.
- iv. The PSSO shall procure adequate PPE and safety devices and provide the same to the Core Sanitation Workers as prescribed in the SOP for Cleaning Sewers and Septic Tanks issued by the Housing & Urban Development Department in consonance with the SoP and training manual of CPHEEO in the Ministry of Housing and Urban Affairs, Government of India for rendering sanitation services safely (Refer to Annexure-1 for details regarding the PPE and safety devices to be provided along with details of their quality and replenishment). The PSSO should be responsible for usage of PPE and safety devices by the Core Sanitation Workers.
- v. All protective gears and safety devices shall be checked on regular basis and necessary repair or replacement shall be made by the PSSO. However, if there is any premature damage of the protective gear and safety devices, the PSSO shall supply new set of materials to the Core Sanitation Workers immediately.
- vi. It is mandatory to use the machines listed in (Annexure-2), either through direct purchase or on rent/ lease. If machines are available with ULB/ WATCO, the PSSO may utilize the required machines on payment of charges fixed by concerned ULB/ WATCO.
- vii. The PSSO shall furnish required documents in support of the quality of the materials/ fitness of equipment to the Authority. The decision of the Authority in the matter will be final.
- viii. In consultation with the Authority, PSSO shall ensure that all Core Sanitation Workers undergo periodic health check-up organized by ULB as per the SOP circulated vide this Department Letter No. 6826, dated 27.03.2023.
- ix. In case of manual entry before and after entering maintenance hole / inspection chamber, health check-up of the entrant has to be conducted and essential vitals (including body temperature, BP levels, oxygen level and heart rate) to be recorded. Only if the worker is found to be physically and mentally fit, entry to the maintenance hole will be permitted.
- x. A first aid kit (components of kit mentioned in Annexure - 3) must always be available at the work site.

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- xi. PSSO will facilitate participation of Core Sanitation Workers in training or workshop, as and when organized by the Authority. Core Sanitation Workers must be adequately trained, be familiarized with the Standard Operating Procedures of cleaning of the sewer network and septic tanks and certified as Sewer Entry Professionals (SEPs). Only the Core Sanitation Workers who are certified as Sewer Entry Professionals can be engaged for both manual and mechanical cleaning purposes.
 - xii. The PSSO shall ensure all Core Sanitation Worker engaged by it are enumerated under Garima, registered and provided with Garima ID.
 - xiii. The PSSO will issue to the Core Sanitation Workers engaged under him/her, a formal letter of engagement.
 - xiv. The PSSO will have to furnish the details of each Core Sanitation Worker engaged in sewer cleaning /septic tank cleaning to the Authority, including name, address, designation, mobile number and emergency contact details. Any new hiring of Core Sanitation Workers by PSSO-either daily wager or contractual should be informed to the Authority with relevant details to initiate the enumeration and training process.
 - xv. The PSSOs shall undertake all mechanical cleaning activities only after getting command certificate from the Duty Supervisor as prescribed in H&UD Department Letter No.9363 dated 07.05.2021. All the procedures as outlined in the SOP are to be followed without fail.
 - xvi. The PSSO will ensure that no Core Sanitation Worker engaged by it undertake unauthorized entry into maintenance hole, sewer line, septic tank, soak pit, inspection chamber etc. In case of emergency, only the SEPs shall enter such confined spaces after written permission from the Responsible Sanitation Authority (RSA) and the Declaration by Sewer Entry Professional, as prescribed in H&UD Department Letter No.9363 dated 07.05.2021.
 - xvii. It is mandatory for the PSSO to ensure that each Core Sanitation Worker engaged by it is covered by accidental insurance. The premium for such insurance will be paid by the PSSO. The PSSO shall submit the copy of insurance document of each Core Sanitation Worker engaged by it to the Authority.
 - xviii. The normal working hours for Core Sanitation Workers shall be six hours per day as notified by the State Government vide Gazette Notification No 1702 Dated, 7th May'2022. It shall be mandatory on the part of the PSSO to pay the workers the minimum wages for highly skilled category as notified by the Labour & ESI Department from time to time.
 - xix. The PSSO shall pay Core Sanitation Worker "Risk & Hardship Allowance" (15% of their daily wages) in addition to their wages for the number of days they are engaged in cleaning of Sewer and Septic tank, as notified vide H&UD Department Notification no 14368, Dated 13-08-2021 and published in the Odisha Gazette No. 1415 Dated 6-09-2021.
 - xx. The PSSO shall ensure that all payments including wages are made to the Core Sanitation Workers directly to their bank accounts.
 - xxi. The PSSO shall ensure that each Core Sanitation Worker has a life insurance policy of at least Rs. 10 lakhs as per the PEMS Rules'2013, (Chapter -II, "obligation of employer towards employees engaged in the cleaning of sewer and septic tank" - clause 7, point (v)) the premium for which shall be paid by the concerned PSSO.
 - xxii. The PSSO shall ensure that all statutory provisions as applicable under Minimum Wages Act 1948, Employees Provident Act, 1952, Employees State Insurance Act ,1948, Payment of Gratuity Act,1972, Maternity Benefits Act 1961, Payment of Bonus Act ,1965, Payment of Wages Act ,1936,
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Contract Labour (R&A) Act,1970, etc are provided to the CSW as per the eligibility conditions prescribed under the said Acts.

- xxiii. The PSSO shall abide by the provisions contained in the Code on Social Security 2020 and modifications as may be made from time to time.
- xxiv. The PSSO shall not engage any person who is below the age of eighteen years.
- xxv. The PSSO shall display the notices in English, Odia and local language spoken by the majority of the workers, regarding their entitlement to the minimum wage and allowances as prescribed by the Labour & ESI Department from time to time. Proof of display of such notices shall be made available to the concerned Authority.
- xxvi. PSSO shall set up a mechanism to receive/register the grievances of Core Sanitation Workers and resolve them as soon as possible.
- xxvii. The PSSO shall be responsible for transporting and disposing the sludge at designated SeTP/ STP/FSTP. If, however the distance of the designated SeTP/ STP/FSTP is more than the one located in adjacent locality, the PSSO shall dispose the sludge in nearest site irrespective of its locality. If the treatment plant is beyond the earmarked area an additional charge of Rs. will be reimbursed per every additional kilometer from the Authority. However, the decision of the Authority in this regard will be final.
- xxviii. Any structural /organizational changes in the PSSO shall be immediately brought to the notice of Authority.

3.4 Responsibilities of Authority

- i. Emergency Response Sanitation Unit (ERSU) shall be set up at ULB/WATCO for ensuring timely and safe delivery of sanitation services and protecting the Core Sanitation Workers from any hazardous consequences. The Authority shall sensitize and train the PSSO about modalities and processes involved in the ERSU. He/ She will make available copies of the SoP and training manual published by CPHEEO, Ministry of Housing and Urban Affairs, Government of India and advisory issued vide H&UD Department Letter No. 9363 dated 07.05.2021 to the PSSOs for strict observance of the precautions and procedures spelt out there in on matter relating to cleaning of Sewer and Septic Tanks.
- ii. The Authority shall ensure that the PSSO carry out all cleaning activities after observance of the due procedures referred to para 3.4(i) in the Agreement.
- iii. In case of mechanical cleaning, the Duty Supervisor shall issue a **Command Certificate (Annexure -9)** to the PSSO as prescribed by H&UD Department issued vide Letter No.9363 dated 07.05.2021.
- iv. **In no case manual cleaning is permissible.** However, in extreme circumstances when manual cleaning becomes unavoidable, the procedures spelt out for manual cleaning shall be strictly adhered. The Duty Supervisor must be present on the site throughout the cleaning operations. A **Hazard Assessment Report (Annexure 11)** prepared by the Duty Supervisor and **Written Permission by Responsible Sanitation Authority (Annexure 12)** shall be required prior to taking up cleaning operation. The Duty Supervisor must also collect **Self Declaration Form**

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(Annexure -10) by the SEPs and submit a Work completion Report (Annexure 13) to the RSA after successful completion of work.

- v. It shall be the responsibility of the Authority to prepare an Emergency plan to execute the manual cleaning work before arriving at the site. He/ She shall ensure that the prescribed safety devices (Annexure - 1) are made readily available at the site while cleaning of sewer / septic tanks. In addition, he shall also make prior arrangements of ambulance, fire service, etc. on the site for any probable rescue operations.
- vi. A list of registered PSSOs along with full contact details, list of Core Sanitation Workers, list of machines and equipment available with the PSSO shall be displayed in public domain.
- vii. The Authority will facilitate the registration of Core Sanitation Workers engaged by the PSSO and ensure that they receive all the rights, benefits and entitlements as envisaged under Garima scheme.
- viii. The Authority shall organize training and workshops for PSSOs and Duty Supervisors on safe mechanical and manual cleaning, operation and maintenance of all equipment and emergency procedures once a year.
- ix. The Authority shall organise training for identified Core Sanitation Workers in safe mechanical and manual cleaning, operation and maintenance of all equipment and emergency procedures. Depending on the requirement, periodic training shall be organised/ facilitated by the Authority.
- x. The Authority shall ensure that SEPs are trained in first aid and basic cardiopulmonary resuscitation procedures.
- xi. The Authority shall organize refresher training for the SEPs and other stakeholders as and when considered necessary to keep them updated on latest sanitation protocols and procedures.
- xii. The Authority shall take steps to sensitize the PSSO and Core Sanitation Workers about cleaning of sewer and septic tanks in Odia or in any other relevant language understood by majority of the workers engaged by the PSSOs.
- xiii. The Authority shall ensure that the Core Sanitation Workers engaged by the PSSO undergo regular Health check-ups as per the Health SoP developed for the purpose and shared with the ULB vide this department letter no. 6826 dated 27.03.2023 and are administered vaccines as deemed appropriate. He / She shall maintain proper records of the same in the prescribed format (Annexure-4).
- xiv. The Authority shall ensure that the PSSO pay the applicable wages to the Core Sanitation Workers for the period of absence from duty on account of injury/illness etc. suffered by him/her, irrespective of whether who has been engaged by the PSSO.
- xv. The Authority shall ensure that "Risk & Hardship Allowance" applicable for the Core Sanitation Workers is granted to them by the PSSO on regular basis.
- xvi. Any Core Sanitation Worker who suffers injuries at work site which may lead to partial and permanent disability shall be compensated by the Authority as per the provisions of H& UD Department Notification No. 1553 dated 29th April'2022.
- xvii. The Authority may ask for explanation/issue so cause notice to PSSO for any negligence in rendering the assigned service / discharging the responsibilities entrusted.

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- viii. The Authority shall ensure access to Garima Gruha constructed for use by the Core Sanitation Workers and ensure that Garima Gruha is equipped with washing kits, drinking water facilities etc. and maintained well.

4. Reporting

The PSSO will appoint a nodal person/ representative for communication with the Authority. The PSSO shall submit the pre and post work completion photos of each work with GPS location to the Duty Supervisor immediately after compliance. The PSSO shall also submit a completion report to the Duty Supervisor on successful completion of assigned task.

5. Notice

Any notice required to be given under or in connection with this agreement, shall be given in writing in English/Odia language. All notices shall be addressed to the relevant Party at the address provided in this agreement and may be personally delivered or delivered by speed post/register post/ courier (email).

6. Compensation

- i. As per the judgment of Hon'ble Supreme Court of India passed in Writ Petition (Civil) No. 583 of 2003 filed by Safai Karamchari Andolan & Ors. Versus Union of India & Ors., Rs. 10 lakhs will be paid to Core Sanitation Workers by employer (PSSO) in case any death happens while cleaning Sewer or Septic tank. Besides, the employer (PSSO) shall pay Rs. 8.25 lakh to the victim's family if the deceased Core Sanitation Worker belong to Schedule Caste under the Scheduled Caste and Scheduled Tribes (Prevention of Atrocities) Rules, 1995.
- ii. The employer (PSSO) shall ensure that Life insurance cover for 10 lakh is provided to each Core Sanitation Worker engaged by him/her and premium shall be paid by the employer (PSSO) as per the provisions under Prohibition of Employment as Manual Scavenger and their Rehabilitation Rule, 2013.
- iii. Any other compensation as may be decided by the State Government for death or disability suffered by Core Sanitation Workers while at work shall also be paid by the PSSO.

7. Fines

- i. PSSO shall be imposed fines of specific amount, for any damage or loss of property during cleaning operations, as decided by the Authority after damage calculation. Various other categories for imposing fines for violation of SOP/guidelines during execution of cleaning of maintenance hole, septic tank & sewer network are listed below:

Category	Garima Supervisor/SEP		PSSO		Remarks
	1st time offence	Subsequent offence	1st time offence	Subsequent offence	
	If PPE kit provided by PSSO		If PPE kit has not been provided to SEP/Garima Supervisor		1. The fines so impose shall be deducted from the entitlement of SEP/Garima Supervisor or the PSSO.
	100	200	500	1000	2. The PSSO shall deduct the fines of

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Non-use of safety devices	If safety devices are provided by PSSO		If safety devices has not been provided to SEP/Garima Supervisor		the defaulting SEP/Garima Supervisor from their monthly entitlement for every violation. 3. The Department shall impose fine on the PSSO for any violation of SOP.
	500	1000	5000	10,000	
Manual cleaning without approval from RSA	2000*	5000*	50,000	1,00,000	

(*If Core Sanitation Worker (CSW) is involved in manual cleaning of septic tank /sewer network illegally without knowledge/permission from PSSO/Duty Supervisor/RSA for his/her personal interest.)

NB: - If the PSSO/agency will damage public property, the entire cost will be borne by him/her.

- ii. The Authority and PSSO shall maintain a register of fines and of all deduction(s) for damage or loss. Such register shall mention the reason for which fine was imposed or deduction for damage or loss was made.
- iii. The Authority and PSSO shall maintain, in English, Odia or in any other local language (if required), a list clearly defining acts and omissions for which penalty or fine can be imposed. It shall display such list and maintain it in a clean and legible condition in conspicuous places on the work site.

8. Penalty

If the PSSO is not adhering to Act, Rules and guidelines and the terms and conditions mentioned under this Agreement, the Authority will impose following penalty in addition to fines specified in clause -7 and also what has been prescribed under the Act.

- i. Penalty to be imposed for not abiding by the terms and conditions for completion of work will be decided by the Authority.
- ii. In case of non-compliance with the provisions of the Prohibition of Employment as Manual Scavenger and their Rehabilitation Act-2013 and Prohibition of Employment as Manual Scavenger and their Rehabilitation Rules'2013 framed thereunder, nonpayment of minimum wages/allowances prescribed by Govt from time to time & and noncompliance of SOP on cleaning of Sewer lines & Septic tanks (Maintenance hole) circulated from time to time, the Authority may revoke the license of the PSSO and/or further blacklist the organization found guilty for three (3) consecutive years.

9. Conditions for termination of Agreement

9.1 This Agreement may be terminated by either party at any time, 30 calendar days after receipt of written notification by the other party.

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9.2 The Authority may withdraw / resent the Agreement in any of the following cases:

- i. If the PSSO fails to complete the work or items of the work as per agreed date/s, or within the period for which a notice has been given in writing by the Authority.
- ii. If it is found that the work/ part of the work is being sublet by the PSSO, the Authority may, after ----- days' notice (to be decided by ULB / WATCO) in writing, withdraw / rescind the Agreement. In such eventuality, the security deposit of the PSSO shall stand forfeited and be absolutely at the disposal of the Authority.
- iii. If the PSSO, without prior approval, has stopped the assigned work and this has been brought to notice of the Authority, the decision of the Authority on continuity of the work by the concerned PSSO will be final.
- iv. If a notice in writing is served on the PSSO by the Authority, to rectify, reconstruct or replace any defective work or regarding work being in an inefficient manner the PSSO shall comply with the requirement of such notice within a period of seven days counted from the date of service of the notice to the PSSO.
- v. If the PSSO is found to be violating any provisions of the Act such as allowing untrained/uncertified Core Sanitation Workers to work without adequate PPE, the agreement will stand terminated immediately and all activities of the PSSO will be seized.
- vi. If it is found that the Core Sanitation Worker involved in manual cleaning had entered into the maintenance hole/ septic tank, without observing all the prescribed safety precautions and written permission of the RSA, the agreement will stand terminated immediately.

9.3 In case this Agreement is terminated for reasons specified in (i) to (iii) above, the PSSO shall be paid for all the work completed till the date of termination and for any on-going non-cancellable commitments. In such eventuality, claim of the PSSO shall be finalized after due adjustment of advance, if any, released in favour of the PSSO. However, in case of termination of agreement for violations specified in clauses (IV) to (VI), the decision of the Authority regarding payment or otherwise to the PSSO(s) shall be final.

9.4 If the PSSO is found liable for action under any of the aforesaid circumstances [as specified in (I) to (vi) of Clause-9.2 of the Agreement, the Authority shall have the powers to withdraw/rescind the agreement (of which rescission notice issued in writing to the PSSO by the Authority, shall form conclusive evidence) and security deposit by the PSSO will be forfeited as penalty. In such matters the decision of the authority shall be final.

9.5 In case of rescission of agreement owing to reasons specified in (v) & (vi) above, the PSSO shall have no claim to compensation for any loss sustained by reasons of having purchased or procured any materials or having entered any external engagement on account of or with a view to executing the work / performance of the PSSO.

10. Blacklisting

Notwithstanding anything content in the all previous clauses, a PSSO may also be blacklisted as per amendment made to **Appendix XXXIV to OPWD Code Vol-II** issued vide letter No.3365 Dt.01.03.2007 of the Works Department. As per the said amendment a PSSO may be blacklisted for:

- i. Misbehavior/threatening of Departmental & supervisory officers during execution of work/tendering process.

- ii. Involvement in any sort of tender fixing.
- iii. Constant non-achievement of milestones on insufficient and imaginary grounds and non-adherence to quality specifications despite being pointed out.
- iv. Persistent and intentional violation of important conditions of agreement.
- v. Security consideration of the State i.e., any action that jeopardizes the security of the State.
- vi. Submission of false/ fabricated / forged documents for consideration of a tender.

11. Force Majeure

- 11.1 For the purposes of this Agreement, the expression "Force Majeure" shall mean an event which is beyond the reasonable control of an affected Party and which such Party could not anticipate or mitigate by means of insurance, contingency planning or any other prudent business means. It shall include but may not be limited to, fire, flood, earthquake, explosion or other casualty or accident or act of God, war or other violence. Any event will only be considered Force Majeure if it is not attributable to the wilful act, neglect, default or other failure to take reasonable precautions of the affected party, its agents, employees or contractors.
- 11.2 It shall also include any act of government agencies which restricts or prohibits either permanently or temporarily operations of the parties.
- 11.3 In such situations, non - performance, hindrance or delay in performing the obligations under this Agreement will be excused as long as the Force Majeure event continues.
- 11.4 Notwithstanding the foregoing, each party shall use all reasonable endeavors to continue to perform, or resume performance of, such obligations hereunder for the duration of such Force Majeure event.

12. Security Deposit

- i. A sum of Rs.1,00,000/- per vehicle shall be retained as security deposit by the Authority and shall be released after 30 days of successful and satisfactory completion of the work as per the approved work plan.

13. Payment for services rendered

The PSSO will raise the bill for the payment, every month during the subsistence of agreement period Rate/value of services/Agreement shall be as per government norms or as decided by the Competent Authority in case no government norm is prescribed. Competent Authority in this case refers to the Authority as defined in Clause 1 of this Agreement.

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Service Delivery Standards:

- i. No overflowing of Maintenance Hole Chambers/No unattended septic tank cleaning requests
- ii. Blockage to be cleared/Cleaning Requests and complaints to be resolved within 24 hours
- iii. All complaints shall be redressed within specified time as mentioned below:
 - a. Sewer line cleaning to resolve overflowing/blockage - 24 hours
 - b. Removal of sludge & debris from maintenance hole - 48 hours
 - c. Desludging of septic tanks - 48 hours
 - d. Disposal of sludge from sewer network/ Septic tank- 24 hours

14.1 Delay on account of unavoidable circumstances:

If the work is not completed within the specified time period due to unavoidable circumstances, the matter shall be taken to the notice of the Engineer-in-charge/ person in-charge immediately along with reasons for delay. The PSSO shall furnish a modified work programme for completion of the same in the interest of the public.

15. Dispute Resolution

- i. If any dispute/conflict arises, the same shall be discussed and mutually resolved. If not resolved, it shall be further referred to the Court subject to the concerned jurisdiction.
- ii. For the purpose of jurisdiction in the event of dispute, if any, the agreement should be deemed to have been entered into within the State of Odisha and it is agreed that neither party to this agreement will be competent to bring a suit in regard to the matters covered by this agreement at any place outside Odisha.
- iii. In case of any dispute arising in respect of the clauses of the agreement, the same shall be amicably resolved through negotiation. In case negotiation fails, the decision of the Authority (I.e. First Party) shall be final.

16. Grievances Redressal System

PSSO shall set up a mechanism to receive/register the grievances of Core Sanitation Workers and resolve them as soon as possible. The PSSO shall submit a grievance redressal report which includes number of grievances registered and number of grievances resolved with detailed information to the Authority at the end of every month. The Authority shall review all the grievances and resolve the matter if it has not been resolved / addressed by the PSSO. If the grievance is beyond the purview of PSSO and the Authority, it may be forwarded to H& UD Department for necessary action.

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INSTRUCTION TO BIDDERS

A. GENERAL INFORMATION

1. Sambalpur Municipal Corporation, Sambalpur requires services of reputed, well established and financially sound Service Providers/ Agencies (AGENCY) to provide services on contract/ daily wages basis for carrying out day to day activities under jurisdiction of Sambalpur Municipal Corporation. The categories are not exhaustive and could be changed time to time as per requirement.
2. It may be curtailed/ terminated before contract period owing to deficiency in service or any other deviation made to the contract, substandard quality of manpower deployed by the selected Service Provider Agency. SMC however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider Agency.
3. Women driver & loader shall be given first preference for engagement towards running of cesspool vehicle.
4. The manpower shall be on the pay roll of the Agency. The Agency shall be responsible for payment of fixed emoluments/ wages to the manpower every month in time as per government policy and guidelines/ wage policy time to time.
5. In case of poor performance of any manpower, SMC will inform the Agency to withdraw the person/ persons and replace by better manpower immediately, to the satisfaction of SMC.
6. The Agency will be responsible to conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking in writing regarding the verification done. No person with criminal antecedent/criminal & vigilance cases shall be deployed.
7. The Agency shall be responsible for supervision and monitoring of the manpower engaged, on regular basis. The Agency shall at all times indemnify and agree and undertake to defend and hold SMC harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgements, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of agreement executed between Agency and SMC.
8. The interested bidders may visit SMC office on any working day between 10.00 AM to 5.30 PM (Office Hours) to have thorough knowledge of the work to be performed before preparation and submission of the bid.

9. ELIGIBILITY CRITERIA

Sl no	Eligibility Criteria	Supporting documents to be furnished along with the Technical bid
2	The bidder must have at least two years in business (up to the last date of submission of bid) for providing similar type of services to central/ state government/ Govt. autonomous body/ agencies/ societies/ corporate bodies.	Copies of the work order from previous authority
3	The Registered office/ Branch office of the service provider must be located within the Jurisdiction area of SMC	Valid address proof of the office (copy of the telephone / Electricity bill)

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5	Must have its own bank account in any nationalize / private, commercial banks situated in Odisha	Copies of the passbook and transaction statement for last one months.
6	The Agency should not have been blacklisted by any Central / State Government, or any other public sector undertaking or a corporation as on the date of this tender notification.	An undertaking to this effect to be furnished by the bidder as per the prescribed format
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director/ Persons to be deployed by the Service provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format
8	Must have registered with EPF & ESI	<ul style="list-style-type: none"> Copies of EPF & ESI registration Certificate

10. Statutory Rules, Acts and Regulations

- The Agency shall indemnify SMC against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act, Payment of Wages Act or any Statutory modifications or, any other Acts, Rules and Policies as applicable.
- The Agency shall provide safety equipment as and when required for their workmen for smooth discharge of responsibilities as entrusted to them.
- The Agency shall be responsible for any accidents caused to the workers and damage to the equipment during the period of contract. SMC shall no way be responsible for any of the accidents.
- The Agency shall follow the provisions of Industrial Disputes Act and responsible for any disputes arising with the worker.
- For any failure of implementing the statutory rules and regulations by the Agency, SMC reserves the right to recover the same from the bills and security deposit of Agency.
- Any violation of Agency towards payment wages, EPF/ESI Contributions as per Act and agreement, if brought to the notice of the authority of SMC, it would be referred to Labour Department for taking legal action against the concerned Agency and without prejudice to the right of SMC to terminate the contract in such Cases.

B. Submission of Bid

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount Rs.10,000/- (Rupees ten thousand) (inclusive of GST) towards application Fee and EMD of Rs. 50,000/- (Rupees fifty thousand) in form of two separate Demand Draft in favour of Commissioner, Sambalpur Municipal Corporation drawn in any nationalised/ private, commercial bank and payable at Sambalpur, failing which, the bid will be out rightly rejected. The bid should be sent through Speed Post/ Registered Post/ Courier so as to reach the authority by 27.02.2025 by 5.30 P.M.

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders

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are advised to submit two separate envelopes super scribing "Technical Bid" (name of the service) and "Financial Bid" (name of the service). Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document- (Name of the service)".

C. List of Documents for submission

Bidders are required to enclose of the following documents (self attested), along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further:

Sl No.	Documents list
01	Cover letter- Schedule-1
02	Bidder information- Schedule-2
03	Self attested copy of tender document
04	Tender paper cost of Rs.10,000/-
05	EMD of Rs.50,000/-
06	Labour license copy
07	EPF & ESIC registration copy
08	Certified extracts of the Bank Account containing transactions during last one months
09	Work experience
10	Undertaking for non-blacklisted as per schedule-3
11	Certificate of no relationship as per schedule-4
12	Declaration Schedule-5

Any deviation from the prescribed procedures /required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filed-in clearly and signed by the authorised representative. If the Agency for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached.

The technical Bid will be opened on 28.02.25 at 4.30 p.m . In presence of the authorised representatives of the bidder who wish to be present on the spot at that time.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of 180 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids terminate the tender process without assigning any reason thereof.

11. Interested Manpower Service Providers may submit tender document complete in all respects along with Earnest Money Deposit (EMD) of 50,000/- and other requisite documents by Bank Draft at 5.30 P.M on dtd. 27.2.25 to Commissioner, Sambalpur Municipal Corporation, Sambalpur-768006 through Regd. Post/speed post only. The authority shall not be held responsible for any postal delay.

12. The Authority reserves the right to reject any or all the tenders/ Bids and approves / accept any tender/ Bid without assigning any reason thereof.

13. The important datelines relating to tender for providing Manpower Services to Sambalpur Municipal Corporation.

A	Period of issue of tender	05.02.25
B	Last date and time for submission of tender document	27.02.25/5.30 PM
C	Date and time for opening of technical bid	28.02.25/4.30 PM
D	Date and time for opening of financial bid	To be intimated later
E	Likely date for commencement of deployment of required manpower	

14. All entries in the tender form should be legible and filled clearly. If the Agency for furnishing information is in sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid and Financial Bid form. In such cases, the tender shall be summarily rejected.

15. The Technical bids shall be opened on the schedule date and time at 4.30 pm on 28.2.25 in the conference hall of office of the Sambalpur Municipal Corporation, Durgapali, Sambalpur in the presence of the representatives of the bidders if any, who wish to be present on the spot at that time.

16. The Financial Bid of only those tender will be opened whose Technical bids are found in order. They will be intimated after evaluation of technical bid in presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

17. In case more than one bid is quoted with same quoted price and the quoted price of them becomes the lowest, then the tender accepting committee will finalize the tender as per experience of the bidder.

18. The competent Authority of the Sambalpur Municipal Corporation reserves the right to cancel any or all bids without assigning any reason thereof.







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Annexure 1

PPEs/Devices to be given to sanitation workers







[Refer Para 3.2(ii), 3.3 (iv), 3.4(iv)]

A. Sewer Cleaning & Maintenance (Mechanical Cleaning)

S. No.	PPEs required	Standards to be met	Frequency of Replenishment	Image
1	Safety Helmet with air vents <i>Head protection in spaces where there is a risk of being injured</i>	EN 397:2012+A1:2012	At least once a year	
2	Safety Eyewear <i>Protection to the eyes from contaminated water and dust/smoke</i>	IS 5983:1980	At least twice a year	
3	N-95 mask (without air vent) <i>To filter the air contaminated with viruses, dust and foul smell</i>	IS 9473:2002	At least once in 15 days	
4	Nitrile gloves - length 18" <i>Protection of hands against oil based chemicals</i>	EN ISO 374:2016	At least once in 3 months/4 sets in a year.	
5	Safety shoes/Gumboots <i>Protects the feet from coming in contact with contaminated surfaces and water</i>	IS 12254:1993	At once in a year	
6	Uniform/ Body protective clothing <i>Full body protection to avoid contact with contaminated water/chemicals</i>	EN 13034:2005+A1:2009	At least twice a year/2 sets in a year	

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Machines & Equipment

S. No.	Safety Devices/ Equipment required	Standards to be met	Image
1	<p>Gully emptier (Suction machine) <i>A specialized tank truck with suction gear which can suck wastewater and mud and sludge out of maintenance holes and carry it to a suitable disposal point.</i></p>		
2	<p>Hydro jetting machine <i>A machine that uses high speed / high pressure water to clear blockages in pipe systems.</i></p>		
3	<p>Rodding Machine with Flexible Sewer Rods <i>The machine capable of pushing, pulling and rotating 10mm diameter sectional steel sewer rods using various cleaning tools is used to clean and remove obstruction from storm and sanitary sewer lines.</i></p>		
4	<p>Bandicoot <i>A robotic machine that is engineered for cleaning any type of sewer maintenances. The robot consists of two major units, a stand unit and a robotic drone unit. The drone unit dives into the Smainenances for the cleaning or unblocking operations.</i></p>		
5	<p>Sewer cleaning bucket machine <i>Used for cleaning of Sewer lines and Pipe lines. Power Bucket type sewer cleaning machine operated by Diesel Engine, it is effective in collecting sludge for cesspool and maintenance chamber.</i></p>		
6	<p>Sewer Inspection Robot <i>Used for securing the access to the maintenances, pipes and sewage systems, for monitoring faults and for the eventual minor repairs.</i></p>		







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Sewer Cleaning & Maintenance (Manual Cleaning)

PPE


S.NO.	PPEs required	Standards to be met	Frequency of replenishment	Image
1	Safety Helmet with air vents to be worn by entrant & attendant <i>Head protection inspaces where there is a risk of being injured</i>	EN 397:2012+A1:2012	At least once a year	
2	Headlamp to be worn by entrant <i>Better vision in hazardous environments</i>	IECEX class 1 division 1 / ATEX Zone0&1	At least once a year	
3	Nitrile gloves - length 18" to be used by both entrant & attendant <i>Protection of hands against oil based chemicals</i>	EN ISO 374:2016	At least once in 3months	
4	Uniform (Full body suit with attached gloves and gumboots) to be worn by entrant <i>Full body protection toavoid contact withcontaminated water/chemicals</i>	ASTM F2412-18	At least once in 4years	
5	Safety shoes/Gumboots to be worn by Attendant <i>Protects the feet fromcoming in contact with contaminated surfacesand water</i>	IS 12254:1993	At once in a year	
6	Uniform/ Body protective clothing <i>To be worn by Attendant Full body protection toavoid contact with contaminated water/chemicals</i>	EN 13034:2005+A1 :2009	At least twice a year/2 sets in a year	
7	N-95 mask (without air vent) <i>To filter the air contaminated with viruses, dust and foul smell</i>	IS 9473:2002	At least once in 15days	

Safety Devices

S.NO.	Safety required devices/ Equipments	Standards to be met	Image
1	Supplied airline respiratory unit with Compressor and full face mask required by the entrant <i>Provides breathable air in an atmosphere that is immediately dangerous to life or health</i>	IS 10245	
2	Half Face Mask required by the Attendant <i>Filtering out toxic gases and easing respiration in confined spaces</i>	IS 14166 Gas filters as per IS 14138 (PART1): 1994	
3	Gas detector (4 gases) with calibration certificate (with Bluetooth connectivity) <i>(Post the certified duration, calibration has to be tested at regular intervals- minimum 3 months)</i> <i>Detects toxic gases in confined spaces and environments</i>	EN50270 Type 2	
4	Axial fan blower with collapsible hose (10 meters) <i>Suction or ventilation in machine-holes</i>	EU directive 94/9	
5	Full Body harness <i>Fall protection and rescue in confined spaces</i>	IS 3521:1999	
6	Davit system with manual winch and lifeline cable / Tripod Set <i>Provides portable, safe overhead anchorage in large confined areas like machine-holes, storage tanks etc.</i>	EN 795:2012 Type B	

B. Septic tank Maintenance (Desludging)

PPE

S.no	PPEs required	Standards to be met	Frequency of Replenishment	Image
1.	Safety Helmet <i>Head protection in spaces where there is a risk of being injured</i>	EN 397:2012+A1: 2012	At least once year	

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2.	<p>Safety goggles</p> <p><i>Protection to eyes from contaminated dust/smoke</i></p>	IS 5983:1980	At least twice a year	
3.	<p>Particulate Mask with a nose clip</p> <p><i>To filter the air contaminated with viruses, dust and foul smell.</i></p>	IS 9473:2002	At least once in 15 days	
4.	<p>Nitrile gloves -length 13"</p> <p><i>Protection of hands against oil based chemicals</i></p>	EN ISO 374:2016	At least once in 3 months	
5.	<p>Body protective clothing/Uniform</p> <p><i>Full body protection to avoid contact with contaminated water/chemicals</i></p>	EN 13034:2005+A 1:2009	At least twice a year	
6.	<p>Safety shoes/Gumboots to be worn by Attendant</p> <p><i>Protects the feet from coming in contact with contaminated surfaces and water</i></p>	IS 12254:1993	At once in a year	
7.	<p>Uniform (Full body suit with attached gloves and gumboots) to be worn by entrant</p> <p><i>Full body protection to avoid contact with contaminated water/chemicals</i></p>	ASTM F2412-18	At least once in 4 years	

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Annexure 2

List of machines and equipment

[Refer Para 3.2(ii), 3.3 (vi)]

Sr. No.	List of plants & equipment	Owned		Leased		Remarks
		Nos.	Ownership certificate furnished / not furnished	Nos.	Lease deed along with the ownership certificate furnished / not furnished	
1	2	3	4	5	6	7
1.	Septage Transport Vehicle/Cesspool Vehicle					
2.	Gully emptier(suction machine)					
3.	Hydro jetting machine					
4.	Rodding Machine with flexible sewer rods					
5.	Bandicoot					
6.	Sewer cleaning bucket grabber					
7.	Sewer Inspection Robot					
8.	Desilting machine					
9.	Others (specify)					

This is a suggestive list and the machines and equipment that PSSO can procure/ lease are not limited to the items mentioned in the list. PSSO may add details of additional equipment and devices.

Annexure 3:

List of first aid kit

[Refer Para 3.3 (x)]

S. No.	Checklist	Minimum constituent	Available Yes/No
1	Small-sterilized dressings.	6	
2	Medium size sterilized dressings	3	
3	Large size sterilized dressings	3	
4	Large-sterilized burn dressings	3	
5	Bottle (30ml) containing a two percent alcoholic solution iodine	1	
6	Bottle (30 ml) containing Salvolatile having the dose & mode of administration indicated on the label.	1	
7	Snakebite lancet	1	
8	Bottle (30 gm) of potassium permanganate crystals	1	
9	Pair scissors	1	
10	Copy of the first-aid leaflet issued by the Director General Factory Advice Service and Labour institutes Government of India.	1	
11	Bottle containing 100 tablets (each of 5 gm) of aspirin	1	
12	Ointment for burns		
13	Bottle of suitable surgical antiseptic solution	1	

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Personal
Name
Gender
Age
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Annexure 4:

Format for Health Check - up of CSWs

[as per the SoP Circulated vide this Department letter no. 6826 dated 27.03.2023]

Personal Details	
Name	
Gender	
Age	
Garima ID No.	
Name of the Father/Mother/Husband /Wife	
Contact Number	
Ward Number/Peri Urban Area	
Name of the	

[Refer Para 3.3 (ix), 3.4(xii)]

CARD Number: _____

SMC

Vee

Location/Basti/Settlement	
Address	
Blood Group	
Height	
Weight	

Professional Details	
Job role	<input type="checkbox"/> Operation and Maintenance of Sewer line <input type="checkbox"/> Desludging Service/Cesspool Vehicle Operation/ Septic tank Cleaning <input type="checkbox"/> Other (Please Specify _____)
Name of the Employer	<input type="checkbox"/> Corporation/Municipality/NAC <input type="checkbox"/> WATCO <input type="checkbox"/> Private Sanitation Service Organization (PSSO)
Nature of job	<input type="checkbox"/> Individual <input type="checkbox"/> Permanent <input type="checkbox"/> Contractual <input type="checkbox"/> Daily Wage <input type="checkbox"/> Self-employed
Covered under ESI	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Diagnos
Any Ch

Diagnosis Details: Illness History

Any Chronic Illness	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
		Blood Pressure	<input type="checkbox"/>
		Skin Disease	<input type="checkbox"/>
		TB	<input type="checkbox"/>
		Rheumatism	<input type="checkbox"/>
		Gastro	<input type="checkbox"/>
		Other Please Specify	<input type="checkbox"/>
Any form of Disability	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		If Yes, Specify the type	<input type="checkbox"/>
History of Asthma/Allergy			
Any neurological deficit			
Immunization with Covid/TT and Hepatitis vaccine as per schedule			
Any surgical procedure done earlier (Profession related/Others)			
Any hospitalization happened in last six			

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months	
<i>(Please mention the reason)</i>	
Any addiction	
Treatment History (if)	

Diagnosis

Vision	
Hearing score	
HB level	
Chest examination	
Blood sugar levels	
Routine Urine test	

Clinical notes	
Chief complaints	
Sign symptoms	
Investigation	
Treatment/Advice	

Name of Supervisor:

Name of the hospital/clinic:

Name of the ULB:

Name of Agency:

Name of the doctor:

Signature of doctor:

Date of consultation:

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Annexure 5:

Health details of sewer entry professionals during confined Space Entry

[Refer Para 3.3 (ix)]

Supervisor's Record

Date dd/mm/yyyy

Ward:

Time:

Location/Address:

Sr. No.	Name of the worker	Age	Write Yes/No			PPE worn
			Consent received	Health check-up conducted	Health vitals normal	

Name of the supervisor:

SMC

Signature of the supervisor:

Handwritten signature/initials in the top left corner.

Annexure 6:

Health check-up before and after entering a maintenance hole

[Refer Para 3.3 (viii)]

Medical Check before and after the worker enters a confined space

Name: Garima UID:

Contact no:

Name of employer (PSSO/ULB):

Date:

Ward:

Location/Address:

Time:

Sr. No.	Gender	Age	Before			After		
			Blood pressure	Oxygen level	Heart Rate	Blood pressure	Oxygen level	Heart Rate

Name of the supervisor:

Signature of the supervisor:

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Annexure 7:

Formal Letter of Engagement between PSSO & CSW

[Refer Para 3.3 (xiii)]

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ତାରିଖ:-
ତାମ :-
ଠିକଣା:-
ମୋବାଇଲ ନମ୍ବର :-

ପୁ/ପ୍ରାମାଣ/ସ୍ୱାକ୍ଷର

ସେପରୁର ମେମ୍ବର / ସେକ୍ସର ମାନ ସତର ମେମ୍ବର / ଖୋଲା ମାନ ସତର ମେମ୍ବର / FSTP & STP ସତର ମେମ୍ବର/ସୋଲ୍ଡା ଓ ସର୍ଭିସାଧିକାରୀ ପାଠ୍ୟାଳୟ ସତର ମେମ୍ବର ଶାବେର ନିୟୋଗ

ଆମ ସଂସ୍ଥାରେ ତାରିଖରୁ ଆପଣଙ୍କୁ ପ୍ରମୁଖ ପଦନୀୟ ମେମ୍ବର ଶାବେର ନିୟୋଗ କରାଯାଇ । ଆମ ସଂସ୍ଥାରେ ଆପଣଙ୍କର ନିୟୋଗ ନିର୍ଦ୍ଦେଶିତ ସର୍ଭିସର ଆଧାରରେ ନିର୍ଦ୍ଧାରିତ ହେବ ।

୧. ଆପଣଙ୍କ ବୈକିକ ମୂଲ୍ୟ ସମାପନର ପ୍ରମୁଖ ପଦନୀୟ ମେମ୍ବର ପାଇଁ ପ୍ରମୁଖ ସର୍ବନିମ୍ନ ମୂଲ୍ୟର ବିକଳ୍ପ ଉପରେ ଆଧାରିତ ହେବ ।

୨. ପ୍ରମୁଖ ପଦନୀୟ ଉପାଦାନ-୧ ମାନ କରୁଥିବା ମେମ୍ବରଙ୍କୁ ବୈକିକ ମୂଲ୍ୟ ସର୍ବନିମ୍ନ ମୂଲ୍ୟର ୧୫% ବିପଦ ଓ ସଠିକ ଉପାଦାନ ବିଷୟରେ ବିଧାରିତ ।

୩. PEMS ନିୟମ ୨୦୧୩, ନିୟମ ୪ ଅନୁଯାୟୀ ଆପଣଙ୍କୁ ମାନ ସମୟରେ ଉପ ମାନ ପାଇଁ ଉଦ୍ଦେଶ୍ୟ ଥିବା ସମସ୍ତ ବ୍ୟକ୍ତିଗତ ସୁବିଧା ଉପକରଣ ଓ ଯନ୍ତ୍ରପାତି ଯୋଗାଇ ଦିଆଯିବ ।

୪. ବିନା ସୁରକ୍ଷା ଉପକରଣ ଓ RMA କି ଅନୁମତି ବିନା ସେକ୍ସର ମାନ ବା ସୁରକ୍ଷା ମାନ ନିରୀକ୍ଷା ପତ୍ରି ସତର କରାଯିବ । ବିନା ଅନୁମତିରେ ଏକ ବିନା PPE ପିନ୍ଧି ମାନ କରୁଥିବାର ନକର ଅଧିକାର ଏହାପାଇଁ ଉପକରଣର ଉପକରଣ ଉପରେ ।

୫. ଆପଣଙ୍କୁ ନିୟୋଗର ସର୍ବନିମ୍ନ ସଂରକ୍ଷଣ ସମୟ ସୁବିଧା ଯଥା ESI , PF ଯୋଗାଇ ଦିଆଯିବ ।

ଶୁଭେଚ୍ଛା ସହ
ବସନ୍ତ:
ନାମ :
ପଦବୀ :
PSSOର ନାମ:
ଯୋଗାଯୋଗ ଠିକଣା

ପୁ.....
ଏହା ମାତ୍ର ନିର୍ଦ୍ଦେଶ ଦେଉ ପୁ
ଉପକରଣ ସର୍ଭିସର ଉପକରଣ
ପଦନୀୟ ଏକ ବିକଳ୍ପ ସମୟର ।

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Annexure 8:

Details of all Sanitation Workers employed by the Organization

[Refer Para 3.3 (xiv)]

Sl. No.	Name of the worker	Age	Proof of Identity	Contact Number	Residential Address (Locality)
1	2	3	4	5	6

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Annexure 9:

Command Certificate

[Refer Para 3.3 (xv), 3.4 (ii)]

COMMAND CERTIFICATE

[Name of the Office

FOR MECHANISED CLEANING OF SEWER NETWORK

A: Complain details

Sl No	Complain received date	Nature of complain (Please refer to the specified code list as mentioned)	Ward No	Location/ Areas
1				
2				
3				
4				
5				
6				

B. Nature of complain

Code	Nature of complain
A	Overflowing of maintenance hole
B	Choked sewer lines
C	Regular/periodic cleaning of sewer lines
D	Regular maintenance of sewer lines
E	Fixing/repairing of cover lid or any other aspect in maintenance ho
Any other (Please specify)	

This is to certify that _____ (Name of the authorised person) _____ (Name of the Private Sanitation Service

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Organisation (PSSO) is hereby authorised to carry out Cleaning / Maintenance of Sewer Network (WITHOUT HUMAN ENTRY) at the above stated locations on the mentioned date(s).

This certificate ascertains that a site inspection has been done by the Duty Supervisor (the undersigned) and it has been found that all necessary equipment, safety devices needed for conducting the operation mechanically (Without human entry) are available at the site.

The issue of this certificate makes the organisation/individual liable for compliance to the following conditions:

1. Human entry will be strictly prohibited during the cleaning activity as specified under section 7 of the Prohibition of Employment of Manual Scavengers and their Rehabilitation Act, 2013 (PEMSR Act)
2. The entire cleaning activity will be conducted mechanically (WITHOUT ANY HUMAN ENTRY)
3. All required PPEs/ Safety devices as prescribed under Rule 4 of the PEMSAR Rules, 2013 are available at the site and will be used throughout the process.
4. The mechanical equipments will only be operated by trained/certified sanitation workers
5. In case of any violations, the PSSO/the person accountable for the cleaning activity (as named in the certificate) will be held responsible and prosecuted for contravention of the PEMSAR Act under section 9 (Imprisonment for a term which may extend to 2 years or with fine up to Rs 2 lakh or with both).

Date:

(Name & Signature of the Duty Supervisor)

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Form for Declar
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1. I am
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Cleaning / Sep
Network / Sep
under sectio
of the Duty S

Annexure 10:

Form for Declaration by Sewer Entry Professional

[Refer Para 3.3 (xvi), 3.4 (iii)]

FORM FOR DECLARATION BY
SEWER ENTRY PROFESSIONAL

[FOR AUTHORISED MANUAL CLEANING OF SEWER NETWORK/SEPTIC TANKS]

I, _____ S/O _____ Age: _____ At: _____ P.O.: _____
P.S.: _____ District: _____ State: _____ PIN: _____ (Name
of the Sewer Entry Professional) do hereby, declare that I have been duly authorised by
the employer _____ engaged by the Emergency Response Sanitation Unit for
Cleaning of Sewer Network / Septic Tank at _____ (Place of Sewer
Network / Septic Tank) in _____ ULB area and I agree to perform the required task
under continuous supervision of _____ (Name
of the Duty Supervisor)

By signing this declaration, I hereby agree to the following conditions:

1. I am aware about all the hazards involved in the assigned work and that Hazardous cleaning of sewer network and septic tanks has been strictly prohibited under section 7 of the PEMSR Act
2. I have been provided with all necessary PPEs and Safety Devices as prescribed under Rule 4 of the PEMSR Rules, 2013
3. I will use all the PPEs and Safety Devices provided to me throughout the cleaning process
4. I have been trained for performing the cleaning activity and am certified as a 'Sewer Entry Professional'
5. I have been examined medically and have been certified fit to perform the activity

This declaration ascertains that a site inspection has been done by the Duty Supervisor and it has been found that human intervention is absolutely unavoidable for the said task and all the required PPEs and Equipments are being provided to the Sewer Entry Professional.

Date: _____

(Signature of the Sewer Entry Professional)

Declaration by the PSSO

The above stated information holds true to the best of my knowledge.

(Signature of the PSSO)

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Annexure 11:

Hazard Assessment of RSA for Confined Space Entry

[Refer Para 3.4 (iii)]



HAZARD ASSESSMENT REPORT OF RSA FOR CONFINED SPACE ENTRY

IMPORTANT: Human entry into confined space should be avoided if it is reasonably practical to achieve work objective without such entry.

Name of the Duty Supervisor:

Date of assessment:

Time of assessment: [Date /Month/Year]

AM / PM

Type of confined space: Maintenance hole/ Septic tank

Hazard Assessment Report No.:

ASSESSMENT DETAILS:															
NO.	Particulars														
1	<p>Site Name/Location: (Description- road width etc.)</p> <table border="1"> <thead> <tr> <th colspan="2">Details</th> </tr> <tr> <th>Parameter</th> <th>Specify</th> </tr> </thead> <tbody> <tr> <td>Ward Number</td> <td></td> </tr> <tr> <td>Name of locality</td> <td></td> </tr> <tr> <td>Name of property/ Street Name</td> <td></td> </tr> <tr> <td>Width of the street in ft/ metres (In case of property, mention width of the street leading to the property)</td> <td></td> </tr> <tr> <td>Location of maintenance hole/ sewer line entry point /septic tank</td> <td>Specify Coordinates: (Attach geo-tagged picture of the site)</td> </tr> </tbody> </table>	Details		Parameter	Specify	Ward Number		Name of locality		Name of property/ Street Name		Width of the street in ft/ metres (In case of property, mention width of the street leading to the property)		Location of maintenance hole/ sewer line entry point /septic tank	Specify Coordinates: (Attach geo-tagged picture of the site)
Details															
Parameter	Specify														
Ward Number															
Name of locality															
Name of property/ Street Name															
Width of the street in ft/ metres (In case of property, mention width of the street leading to the property)															
Location of maintenance hole/ sewer line entry point /septic tank	Specify Coordinates: (Attach geo-tagged picture of the site)														

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2	<p>Description of the Issue / problems / complained</p> <p>(Mention the detail of the problems)</p>	<p>Septic Tank is full and overflowing/ needs Desludging</p> <p>Maintenance hole is overflowing</p> <p>Choking in the sewer lines</p> <p>Regular/periodic maintenance of sewer line</p> <p>Cleaning of septic tank</p> <p>Any other, (describe)</p>
3	<p>Description of work to be carried out:</p> <p>(Specify type of work required, site measurements like depth of machine hole, etc.)</p>	<p>Access road to the septic tank is narrow, less than ----- ft / mt, desludging vehicle cannot enter</p> <p>Septic tank location is such that pipe car reach</p> <p>Maintenance hole is on a street which is narrow, vehicle cannot reach</p> <p>Mechanical cleaning has been attempted location but the issues wasn't resolved</p> <p>Any other, (describe)</p>
4	<p>Reasons why mechanical activity is not possible</p> <p>(Specify reasons why a machine cannot be used to perform the cleaning activity)</p>	<p>1) Name of the PSSO:</p> <p>2) Name of the SEPs:</p> <p>3)</p> <p>4)</p>
5	<p>Name of the PSSO and SEPs assigned for the area:</p> <p>(Attach copies of fitness certificate, Identification proof and certificate of training undertaken by the Sewer Entry Professionals)</p> <p>(Attach a copy of license of the PSSO)</p>	<p>1) Name of the PSSO:</p> <p>2) Name of the SEPs:</p> <p>3)</p> <p>4)</p>

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6	<p>Availability of Personal Protective Equipment (PPEs):</p> <p>Specify availability of PPE to be used by persons entering the confined space</p>	<p>Helmet with air vents</p> <p>Headlamp for explosive environments</p> <p>Nitrile gloves - length 13"</p> <p>Chest Waders</p> <p>Any other, specify _____</p>
7	<p>Availability of safety devices</p> <p>Specify availability of safety devices to be used during the cleaning procedure.</p>	<p>Supplied airline respiratory unit</p> <p>Full Face Respirator</p> <p>Gas detector (4 gas detector)</p> <p>Axial fan blower with duct</p> <p>Body harness</p> <p>Davit system with manual winch and lifeline cable</p> <p>Portable safety shower with enclosure</p> <p>Inflatable Pipe Plugs</p> <p>Any other, specify _____</p>
8	<p>Proposed Date for scheduling CSE</p>	
9	<p>Attach pictures of the site</p>	

Signature of Duty Supervisor

Date: / /

City / Divisions:

Recommendation by Sub-Divisional Officer (Applicable, only in case of WATCO):

Signature of Sub-Divisional Officer

City / Divisions:

Date:

Kial

Annexure 12:

Permission Report of RSA for Confined Space Entry

[Refer Para 3.4(iii)]

PERMISSION REPORT OF RSA FOR CONFINED SPACE ENTRY
[FOR MANUAL CLEANING OF SEWER NETWORK/SEPTIC TANKS]

This permit is hereby granted based on the basis of the above hazard assessment report no., dated of Duty Supervisor (Insert name of Duty Supervisor) for carrying out a Manual Cleaning Operation at location by (Insert name of the Private Sanitation Service Organisation (PSSO)) In complete supervision of the Duty Supervisor following all safety precautions and entry procedures.

The permit is being issued after careful examination of the assessment report submitted by the Duty Supervisor and is subject to the following conditions:

1. The permit is based on the information provided in the assessment report
2. The permit is valid only for the proposed day of work suggested in the assessment report
3. The permit entrusts the PSSO with compliance to all pre-conditions in terms of adherence to safety precautions and entry procedures (Refer the second page) and all other provisions prescribed under the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013, Rules framed thereunder, FSSM Regulations and other instructions issued from time to time by the competent Authorities relating to the provision of sanitation services. In case of any violation of these conditions, the Duty Supervisor and PSSO shall be liable for penalties as specified in the Act
4. The Duty Supervisor and PSSO should ensure only trained and certified sewer entry professionals are engaged at work, all necessary equipment are available and used by the sewer entry professionals, a rescue stretcher and ambulance are available at the site during the entry, fire hydrants and a first aid kit is available at all times.
5. The permit ascertains that the Manual Cleaning activity shall only be conducted in presence and continuous supervision of the Duty Supervisor

Date:
Authority (RSA)
City / Division

Seal & Signature of the Responsible Sanitation



Annexure 13:

Completion Report for Confined Space Entry

Logo of ULB/ WATCO / PHEO/OWSSB

[Refer Para 3.4(iii)]

COMPLETION REPORT FOR CONFINED SPACE ENTRY

Date/ Time of Operation: ___/___/___ AM/PM

ALL INFORMATION MUST BE NOTED AND FILLED AT THE TIME OF OPERATION

Site Area/ Location: _____

Purpose of entry: _____

Name of Duty Supervisor: _____

Entrant(s): _____

Attendant(s): _____

Name of PSSO/Contractor: _____

Details of entry procedures followed		Equipments & Devices used	
	Y N		Y N
Space drained & decontaminated		Tripod set fixed at entrance and body harness worn by the entrant	Headlamp for explosive environments
All chemical, utility and outlet lines isolated		Breathing apparatus with headlight available for use	Nitrile gloves
Lockout/Tag out procedures deployed		Ambulance and fire services present	Chest Waders
Covers lifted 1 hour prior to entry		Self-declaration and undertaking signed by trained personnel	Supplied airline respiratory unit
Atmospheric testing done & found within limits (O ₂ , LEL, Toxic)		Attendant present	Full Face Respirator
Work area barricaded and CSE sign posted at opening		Supervisor present	Gas detector (4 gas detector)

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Fan blower in place for ventilating the space		Communication method between entrant & attendant established		Axial fan blower with duct	
Atmospheric Testing Results					
Condition	Limit	Result	Time	Vertical Depth (ft.)	Body harness
Oxygen	19.5% - 22%				Tripod set
Flammable	0% LEL				Portable safety shower with enclosure
CO	≤ 13 ppm				Inflatable Pipe Plugs
H ₂ S	≤ 0.5 ppm				Communication devices
Other					Emergency Alarms
Issues / Hazards encountered, if any				Mitigation measures	Any other precautions taken
Oxygen deficiency					
Chemical Contact					
Exposure to sharp objects					
Poor visibility					
Contact with Sludge/residue					
Vapours/Gases/Fumes					
Any Other					
Problems resolved:					
Declaration by the Duty Supervisor					
<p>I have personally documented the above information, monitored the operation and verified that all entrants have exited the space safely (have not suffered from any injuries/ health risk), conducted debriefing with the entrants/attendants and hereby, certify that the space is ready to return to service.</p>					
Signature _____				Date/Time _____	

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Annexure: 14

Form of Undertaking to be submitted by the PSSO

[Refer para 3.3 (f)]

I give this undertaking to the effect that

- (i) I am fully aware of the various hazards involved in cleaning and maintenance of manholes, sewer network and septic tanks and consequences of such hazards on the workers carrying out such operations
- (ii) I have gone through the notifications, guidelines, advisories, SOPs etc issued by the Ministry of Housing & Urban Affairs and the State Government in matters connected with safe cleaning / maintenance of sewers and septic tanks and understood the contents thereof
- (iii) I have gone through "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 and Rules made thereunder and understood the mandate of the Act / Rules which bans manual scavenging, provide for use mechanical appliances for cleaning of confined spaces, make use PPE, safety devices and observance of prescribed safety precautions compulsory when, in extreme cases, manual entry becomes unavoidable and I will abide by the provisions of the said Act and Rules.
- (iv) The assigned job shall be carried out in the manner prescribed in the Advisory on Emergency Response Sanitation Unit (ERSU) issued by the Department using required PPE, safety devices, machines and the safety precautions required to carry out the job.
- (v) I understand that engaging a person for "hazardous cleaning" of sewer / septic tank without following safety protocols is punishable as per provisions of the Act and I will be personally liable for any contravention of provisions of the Act and I will be engaged by me to do the assigned job.

Place:

Date:



S.M.C.

Signature of the PSSO

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ANNEXURE -15

STATE & CITY CODE

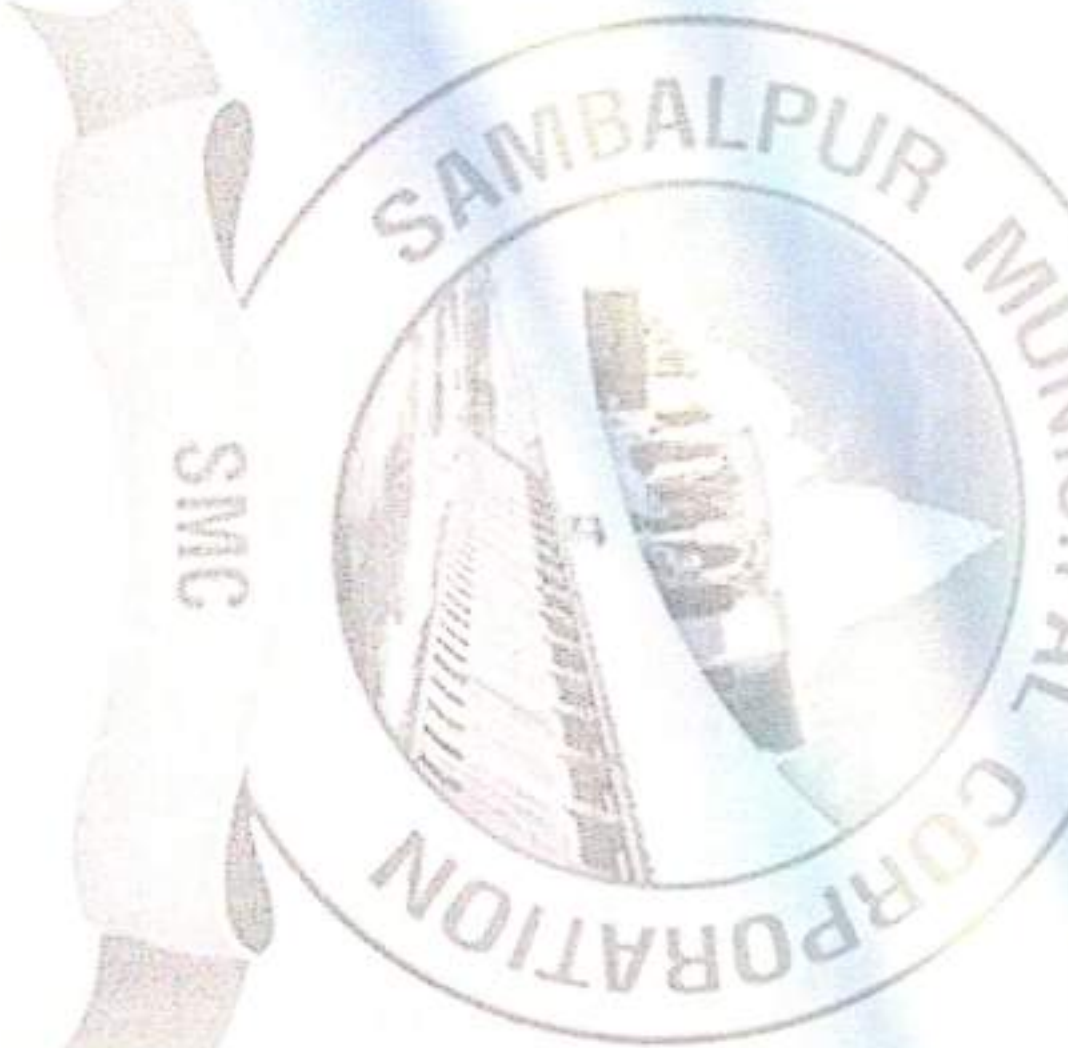
Sl.No	City	State Code	City Code	Contract Code
1.	Anandpur (M)	OD	001	Contract code should be in 3 digit [ex - 001, 002, 003 etc.] and should indicated after the city code. For taking the example of Anandapur, the Contract ID for first PSSO contract should be - OD-001-001 & Second PSSO contract should be - OD-001-002
2.	Angul (M)	OD	002	
3.	Asika (NAC)	OD	003	
4.	Athagad (NAC)	OD	004	
5.	Athamallik (NAC)	OD	005	
6.	Attabira (NAC)	OD	006	
7.	Balangir (M)	OD	007	
8.	Balasore (M)	OD	008	
9.	Balimela (NAC)	OD	009	
10.	Balliguda (NAC)	OD	010	
11.	Balugaon (NAC)	OD	011	
12.	Banki (NAC)	OD	012	
13.	Banpur (NAC)	OD	013	
14.	Barbil (M)	OD	014	
15.	Bargarh (M)	OD	015	
16.	Baripada (M)	OD	016	
17.	Barpali (NAC)	OD	017	
18.	Basudevpur (M)	OD	018	
19.	Bellanguntha (NAC)	OD	019	
20.	Belpahar (M)	OD	020	
21.	Berhampur (M.Corp)	OD	021	
22.	Bhadrak (M)	OD	022	
23.	Bhanjanagar (NAC)	OD	023	
24.	Bhawaniapatna (M)	OD	024	
25.	Bhuban (NAC)	OD	025	
26.	Bhubaneswar (M.Corp)	OD	026	
27.	Bijepur (NAC)	OD	027	
28.	Binika (NAC)	OD	028	
29.	Birmiritapur (M)	OD	029	
30.	Boudhgarh (NAC)	OD	030	
31.	Brairajnagar (M)	OD	031	
32.	Buguda (NAC)	OD	032	
33.	Byasanagar (M)	OD	033	
34.	Champua (NAC)	OD	034	
35.	Chandbali (NAC)	OD	035	
36.	Chhatrapur (NAC)	OD	036	
37.	Chikiti (NAC)	OD	037	
38.	Choudwar (M)	OD	038	
39.	Cuttack (M.Corp)	OD	039	
40.	Daspalla (NAC)	OD	040	
41.	Deogarh (M)	OD	041	
42.	Dhamnagar (NAC)	OD	042	
43.	Dharmagarh (NAC)	OD	043	
44.	Dhenkanal (M)	OD	044	
45.	Digapahandi (NAC)	OD	045	
46.	G.Udayagiri (NAC)	OD	046	
47.	Ganjam (NAC)	OD	047	

48.	Gopalpur (NAC)	OD	048	
49.	Gudari (NAC)	OD	049	
50.	Gunupur (M)	OD	050	
51.	Hindol (NAC)	OD	051	
52.	Hinjlicot (M)	OD	052	
53.	Jagatsinghpur (M)	OD	053	
54.	Jajpur (M)	OD	054	
55.	Jaleswar (M)	OD	055	
56.	Jatani (M)	OD	056	
57.	Jepore (M)	OD	057	
58.	Jharsuguda (M)	OD	058	
59.	Joda (M)	OD	059	
60.	Junagarh(NAC)	OD	060	
61.	Kabisuryanagar (NAC)	OD	061	
62.	Kainakyanagar(NAC)	OD	062	
63.	Kantabanji (NAC)	OD	063	
64.	Karanlia (NAC)	OD	064	
65.	Kashinagar (NAC)	OD	065	
66.	Kendrapara (M)	OD	066	
67.	Keonjharparh (M)	OD	067	
68.	Kesinga (NAC)	OD	068	
69.	Khallikote (NAC)	OD	069	
70.	Khandapada(NAC)	OD	070	
71.	Khariar (NAC)	OD	071	
72.	Khariar Road (NAC)	OD	072	
73.	Khordha (M)	OD	073	
74.	Kodala (NAC)	OD	074	
75.	Konark (NAC)	OD	075	
76.	Koraput (M)	OD	076	
77.	Koprad(NAC)	OD	077	
78.	Kuchinda (NAC)	OD	078	
79.	Malkangiri (M)	OD	079	
80.	Nabarangpur (M)	OD	080	
81.	Nayagarh (M)	OD	081	
82.	Nilagiri (NAC)	OD	082	
83.	Nimapara (NAC)	OD	083	
84.	Nuapada (NAC)	OD	084	
85.	Odagaon (NAC)	OD	085	
86.	Padampur (NAC)	OD	086	
87.	Paradeep (M)	OD	087	
88.	Paralakhemundi (M)	OD	088	
89.	Patnagarh(NAC)	OD	089	
90.	Pattamundi (M)	OD	090	
91.	Phulabani (M)	OD	091	
92.	Piplili (NAC)	OD	092	
93.	Polasara (NAC)	OD	093	
94.	Puri (M)	OD	094	
95.	Purusottampur (NAC)	OD	095	
96.	Rairangpur (M)	OD	096	
97.	Raigangpur (M)	OD	097	
98.	Rambha (NAC)	OD	098	
99.	Ranpur (NAC)	OD	099	
100.	Rayagada (M)	OD	100	
101.	Redhakhol (NAC)	OD	101	
102.	Remuna (NAC)	OD	102	

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103.	Rourkela (M.Corp)	OD	103	
104.	Sambalpur(M.Corp)	OD	104	
105.	Sonepur (M)	OD	105	
106.	Soro (M)	OD	106	
107.	Sunabeda(M)	OD	107	
108.	Sundargarh (M)	OD	108	
109.	Surada (NAC)	OD	109	
110.	Talcher (M)	OD	110	
111.	Tarbha (NAC)	OD	111	
112.	Titlagarh (M)	OD	112	
113.	Tusura (NAC)	OD	113	
114.	Udala (NAC)	OD	114	
115.	Umerkote (M)	OD	115	



To

Cover Letter

Schedule

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The Commissioner,
Sambalpur Municipal Corporation

Sub: Selection of Operator to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in Sambalpur Municipal Corporation area

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 necessary or 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, Document.
 10. We agree to keep this offer valid for 180 days from the Bid Document Due Date specified in the RFP. 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.

Yours faithfully,

(Signature of the Authorised Signatory)

Keel

AFFIDAVIT

(In non-judicial Stamp Paper)

1. We _____ (name & address of bidder(s)) do hereby certify, affirm and undertake as follows:-
2. 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.
3. 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).
4. That no criminal cases are pending against me/us partners at the time of submitting the Bid.
5. 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.
6. 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.
7. That all the addenda issued by the Authority have been received by me/us and incorporated in my/ our Bid.
8. That no near relatives are working with the Authority.
9. 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.
10. That, our organization has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs).
11. That I/we am/are related/not related to any officer of the Sambalpur Municipal Corporation in the rank of Deputy Commissioner or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD I/We shall be liable to make good loss or damage resulting from such cancellation.
12. That, in competing for (and, if the award is made to use, in executing) the project, we strictly observe the laws against fraud and corruption in force in India namely "prevention of corruption act, 1988" and its subsequent amendments thereof.
13. That in the presentation and submission of our bid, we have not acted in concert or in collusion with any other bidder or other person(s) and also not done any act, deed or thing which is or could be regard as anti-competitive.
14. That we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the bid.

Yours faithfully,

(Signature of the Authorised Signatory)

Vish

BIDDER PROFILE

1. Name of Agency	
2. Money receipt/ demand draft towards tender paper	MR/DD NO _____ / DT ___/___/___ DRAWN IN BANK
3. DETAILS OF EMD	MR/DD NO _____ / DT ___/___/___ DRAWN IN BANK
4. NAME OF PROPRIETOR/ PARTNER/ DIRECTOR(NAME OF ALL DIRECTORS/ PARTNERS NAME SHOULD BE MAINTAINED)	
5. FULL ADDRESS OF REGISTERED OFFICE WITH PIN CODE	
TELEPHONE NO	
MOBILE NO	
FAX NO	
EMAIL ADDRESS	
6. NAME OF AUTHORIZED PERSON WITH TELEPHONE NO/MOBILE NO/ EMAIL ADDRESS	
7. PAN	
8. GSTIN (Attached self-attested copy)	
8. Statutory Registration No (Under License and contract labor No obtained from labor department Government of Odisha) (self-attested copy)	
9. EPF Registration No (self-attested copy)	
10. ESI Registration No (self-attested copy)	

Stamp & Signature of the Bidder

SMC

Red

FINANCIAL BID

To:

The Commissioner,
Sambalpur Municipal Corporation,
Email: sambalpurm.hud@nic.in

Project: Selection of Operator to carry out fleet management of Cesspool vehicles towards collection & transportation of septage generated in Sambalpur Municipal Corporation area

Dear Sir:

Being duly authorized to represent and act on behalf _____ (insert name of bidder) 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 Sambalpur Municipal Corporation area 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.

SI No.	Description	Rate Quoted By bidder per cesspool emptier vehicle
01	Cleaning and emptying of septic tank /pit latrine as per provisions of ToR and conditions of Contract	Rs. _____/per trip (in words _____)

- The financial bid should quote a service charge per vehicle per month.
- The service charge must not exceed Rs. 1000/-.
- The financial proposal should include a detailed cost breakdown in a separate sheet, including manpower (in high skilled for loader), fuel, maintenance, and other operational expenses.
- There will be an annual escalation of 10% in the service charges.

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

Yours sincerely,

Authorized Signature [In full with date]:

Name of Firm:

Address:

Handwritten signature