



CUTTACK MUNICIPAL CORPORATION

Ref:.....24.19 (PK)
III Ena 421/2021

Date : 4.5.21...

SHORT TENDER CALL NOTICE

The Executive Engineer, City Division-II, on behalf of Municipal Commissioner, Cuttack Municipal Corporation, Cuttack invite Item Rate Bid in Sealed cover in the prescribed format from intending registered Agency/NGO/Govt. contractor having valid Registration number & Income Tax PAN Number for the work, "Cremation & disposal of COVID-19 Suspect/confirmed cases dead bodies at crematorium at **Kaliaboda** including handling, disinfection & perform of last rites according to religion/faith. The tenderer should furnish attested copies of valid Registration certificate & Income Tax PAN Number & submit their offer as mentioned in tender schedule (Annexure I).

Sl. No.	Name of the Work	Paper Cost	Period of Work / Service
1	2	3	4
1	Cremation & disposal of COVID-19 Suspect/confirmed cases dead bodies at crematorium at Kaliaboda including handling, disinfection & perform of last rites according to religion/faith	Rs 2,000/-	One Year

The key dates & basic information relating to the tender are as follows.

Sl. No.	Details of Activities	Remarks
i.	Availability of Bid document	The detailed tender Call Notice, Tender Schedule (BOQ) description & scope of work and all other terms and condition will be available in CMC website www.cmccuttack.gov.in with effect from 11.00 A.M. of 04.05.2021 to 4.00 P.M. of 10.05.2021.
ii.	Last date for submission and receipt of Hard Copy of tender document.	11.05.2021 up to 5.00 PM
iii.	Date of opening of bid	At 11.00 AM on Dt. 12-05-2021 in the address as specified below
iv.	Cost of tender document	As specified in the column no. 3 above (Non refundable)



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v.	Postal address for sending bids & further correspondence.	Executive Engineer City Division II Cuttack Municipal Corporation At Bikash Bhawan, Jagannath lane, Badambadi, Po. : Arunodaya Nagar, Dist : Cuttack. Pin 753012
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1. If the offices happens to be closed on the date of receipt, opening of the Tender as specified, the Tenders will be received / opened on the next working day at the same time and venue. The Tenders will not be accepted after due date and time.
2. Paper cost as mentioned above should be submitted in shape of Demand Draft/Bankers Cheque drawn in favour of Commissioner, Cuttack Municipal Corporation, Cuttack or the required amount may be deposited in Cash Counter of Cuttack Municipal Corporation located at Bijubhawan, Choudhury Bazar, Cuttack.
 - i. Modalities of GST as fixed by Govt. shall be binding on both parties.
 - ii. Tender Paper Cost: The Contractor/bidders is to be deposited GST through reverse charge to the respective department.
3. For the purpose of participating in the tender process. Bids must be accompanied with documents / certificates as mentioned below along with the tender otherwise the bid will summarily be rejected.
 - (i) Financial instrument towards cost of tender document
 - (ii) Valid Registration Certificate issued from competent authority
 - (iv) Valid PAN Card issued from competent authority.
 - (v) Bill of quantity (BOQ) duly filled in & signed in each page of the tender.
 - (vi) Affidavit towards correctness of information
 - (vii) Affidavit towards availing the price preference.
4. Conditional Tender will not be accepted.
5. The intending registered Agency/NGO/Govt. contractors are advised to inspect the Crematorium located at **Kaliaboda** where COVID +ve dead bodies will be disposed on any working days.
6. It must be noted that Consortium/Joint Venture approach is not acceptable.



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7. Interested bidder may obtain further information and clarification on any matter relating to supply from the office of Executive Engineer , City Division II, Cuttack Municipal Corporation, At :- Vikash Bhawan, Jaganath Lane, Cuttack.
8. Bids completed in all respect accompanied with the documents in **sealed cover** should be submitted to tender inviting authority in the address mentioned above on or before as the date as specified through registered Post / Speed post/Courier/by hand only. No documents in respect of the said tender shall be entertained beyond the schedule date and time mentioned above.
9. The undersigned will not be held responsible for the postal delay if any, in the delivery of the documents or non-receipt of the same.
10. The tender for the work will remain valid for a period of 60 (Sixty) days from the date of opening of tender.
11. Statutory deduction of taxes as per prevailing Govt. order in force like GST' Income Tax, any other Govt. taxes etc. will be made at source from the bills.
12. The Tenderers should write Tender call Notice Number, due date of opening on the sealed cover containing Tenders & other ancillary document submitted.
13. No Contractor Agency/NGO without valid Registration Certificate and PAN shall be eligible for submitting bids. Contractor Agency/NGO/Contractor blacklisted shall also not be eligible for participating in the bid. Copy of Valid Registration Certificate issued by competent Authorities and Copy of PAN shall be enclosed to the Tender document. In no case other certificates issued by authorities in lieu of such certificates shall be accepted.
14. The bidders are required to produce all original documents at the time of opening of tender for verification.
15. Payment will be released monthly/quarterly on submission of bills in triplicate.



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16. The authority reserves the right to reject or accept any Tenders without assigning the reason thereof. The Tenders received in incomplete shape or after due date shall be summarily rejected.

03/05/2021
Executive Engineer
City Division II, CMC

Memo No. 2420(PK) Date 4.5.21.
Copy to Notice Board, Cuttack Municipal Corporation for wide publication.

03/05/2021
Executive Engineer
City Division II, CMC

Memo No. 2421(PK) Date 4.5.21
Copy submitted to the Collector & District Magistrate, Cuttack. / G.M., Cuttack Electrical Circle, CESU, Badambadi, Cuttack / A.G.M, City Distribution Division-I & II, CESU, Cuttack / Executive Engineer-II, G.E.D, Cuttack / Executive Engineer, Cuttack R & B Division I & II, Cuttack/Executive Engineer, P.H.Division, Cuttack/B.D.O, Cuttack Sadar/ Executive Engineer, Mohanadi South Division, Cuttack/Tourist Officer, Cuttack/Manager, Netaji Memorial, Cuttack for information. It is requested to display the notice in their office notice board for wide publication.

03/05/2021
Executive Engineer
City Division II, CMC

Memo No. 2422(PK) Date 4.5.21.
Copy to Cashier, CMC for information and necessary action.

03/05/2021
Executive Engineer
City Division II, CMC

Memo No. 2423(PK) Date 4.5.21.
Copy to M.I.S, CMC for information and necessary action. It is requested to upload the notice in CMC official website

03/05/2021
Executive Engineer
City Division II, CMC



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III Enq 421/2021

Memo No.

242496 Date 4.5.21

Copy to F.O, CMC/P.Priyadarsani, AEE, CMC/Sri P.Samal, J.E, CMC/H.A (Engg.Section), CMC for information and necessary action.

Executive Engineer
City Division II, CMC

Memo No.

2425(PK) Date 4.5.21.

Copy submitted to the RDC (CD) cum Administrator, CMC/Commissioner, CMC/ / Chief Engineer Cum Addl. Secretary to Govt, H & U.D Dept., Govt. of Odisha, BBSR cum I.L.W., C.M.C/ City Engineer, CMC for favour of their kind information and necessary action.

Executive Engineer
City Division II, CMC

TERM & CONDITIONS

1. SCOPE OF WORK:

- The work shall include cremation/burial of Covid +ve Dead body observing Covid-19 guidelines on dead body management issued by Ministry of Health & Family welfare, Govt. of India.
- The crematorium staff will practice standard precautions of hand hygiene, use of masks and gloves and should be sensitized that COVID 19 does not pose additional risk.
- Maintain detail records & data of dead body come for funeral.
- Proper signage to be fixed at cremation ground for information of general public as directed by E.I.C
- Help Desk should be developed at cremation ground.

2. PAYMENT TERMS

- CMC shall make payments in accordance with the approved rates as per the schedule.
- No advance payment will be made.

3. BILLS

All payment by the Cuttack Municipal Corporation under or in terms of the contract shall be made in official Indian Currency only crossed account payee cheque or through RTGS.



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The Bidder shall submit Ink-signed Bills in triplicate to the Commissioner CMC for payment.

4. **PERIOD OF SERVICE/WORK :** 1 (One) year from the date of issuance of this work order.

5. **PAYING AUTHORITY:** Commissioner, Cuttack Municipal Corporation, Cuttack

6. **TAXES AND DUTY:** The Bidder shall be entirely responsible for all taxes, duties, fees, etc. as applicable,.

7. **MISC. :**

- The Cuttack Municipal Corporation will not be held responsible for any incident, mishaps and accident of the workers engaged by the agency.
- The Agency shall be held responsible for any missing / theft of materials/accessories/furniture etc. issued during the above period.
- All the workers should have proper attention to the Officer/ Supervising Staff /Engineer in Charge otherwise they shall be disengaged by the Agency on a report.
- The Employer/Authority shall have the right to verify the connected records as and when required.
- The above requirements/engagements subject to change which will remain at the discretions of the Cuttack Municipal Corporation authority. The service/work is purely temporary and without claim for any kind.
- Transportation & dispose of all materials & dead bodies will be carried out in such manner, so as not to create any problem, hindrances to general public
- The Agency should cremate the COVID + ve dead body as per the requisition furnished by Cuttack Municipal Corporation only. Agency should keep their MOBILE PHONE SWITCH ON round the clock during COVID period. They should report intermittently all the



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findings to their concerned authority of their respective areas of operation.

8. LEGAL DISPUTE: Legal dispute, if any concerning this purpose shall be subject to such courts exercising civil jurisdiction over Cuttack, Odisha.

9. EXTENSION OF WORK:

CMC upon observing satisfactory performance, the authority reserve the right to extend the time period of the contract for a further period of 1 (One) year or cancel the contract period at any point of time without assigning any reason there off. All communication between CMC and the Bidder shall be in written/ and deemed to be a part of this work order.


03/05/2021
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City Division II, CMC



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Annexure I

TENDER SCHEDULE

NAME OF THE WORK: - Cremation & disposal of COVID-19 Suspect/confirmed cases dead bodies at crematorium at **Kaliaboda** including handling, disinfection & perform of last rites according to religion/faith

Paper Cost- Rs 2,000.00

Eligibility Tenderer - Registered Agency/NGO/Govt. contractor

Period of Service/Work - One year

Sl. No.	Item	Unit	Rate in Figure & Word including all taxes in Rs
1	2	3	4
1	Cremation/burial of Covid +ve Suspect/confirmed cases dead bodies at crematoriums at Kaliaboda observing Covid-19 guidelines on dead body management issued by Ministry of Health & Family welfare, Govt. of India including supply of all materials, Fire wood labour for handling of Covid -19 suspect/confirmed cases dead body in cremation ground/burial ground in a decent manner including digging of graves, providing facility for Viewing of the dead body by unzipping the face end of the body bag (by the staff using standard precautions) for the relatives/family members to see the body for one last time with provision of hand hygiene, use of masks and gloves for cremation staff having practice standard precautions etc. including provision & make arrangement for collect & handing over of ash & ASTHI to family members after cremation for performance of last rites including supply of one complete set of Religious ritual item sets such as <i>EARTHEN POT, RED SALU CLOTH, COW GHEE, KARPUR, FLOWER, PAIDA, SANDLE WOOD, DHUP, BALITA, JHUNA, ABHIRA</i> etc. to family members for smooth cremation of dead body as per Religious rituals with provision for HELP DESK for announcement through Mike set for information to family members regarding time of cremation & other information etc. complete as per direction of officer in charge.	Each Covid - 19 suspect/confirmed cases dead body	

Number of Correction -

Number of overwriting -

Number of Interpolation

Signature of Bidder


03/05/2021
Executive Engineer
City Division II, CMC