



**NAGAR NIGAM RUDRAPUR**  
**GOVERNMENT OF UTTARAKHAND**

Tender Notice.....2920.....

Date...09/02/2026.....

**Notice Inviting Tender**

Online bids are invited from experienced bidders for the following work as listed below and will be received online on the website [www.uktenders.gov.in](http://www.uktenders.gov.in) as per time schedule (key dates) in the notice published on the above website.

Sl. No.	Events	Details and key dates
1.	Name of the work	Manual Road Sweeping, including street sweeping and cleaning of drains of 05 Wards in Nagar Nigam Rudrapur.
2.	Mode of Bid Submission	Online Only
3.	Tender Fee and Bid Security	Tender Fee: Rs 11,800.00( Rupees Eleven Thousand Eight Hundred Only) in for DD in favor of Municipal Commissioner, Nagar Nigam Rudrapur. Bid Security: Rs 3,00,000.00(Rupees Three Lac Only) in for DD /FDR in favor of Municipal Commissioner, Nagar Nigam Rudrapur.
4.	Date / Time of Publication of Tender on Website	10/02/2026 11:00 am
5.	Last Date of receiving queries by mail (nagarnigamrudrapur@gmail.com)	17/02/2026 02:00 pm
6.	Date of Pre-bid meeting	17/02/2026 03:00 pm
7.	Last Date/Time of Bid Submission	02/03/2026 05:00 pm
8.	Last Date / Time of Submission of Tender Fee & EMD	05/03/2026 11:00 am
9.	Date of Bid Opening	05/03/2026 12:00 pm
10.	Bid Submission Address	Nagar Nigam Rudrapur

Note:

1. The Bidder shall have to submit their bids online and upload the relevant documents from as per key schedule (key dates)
2. The bidders intending to participate in this tender are required to get enrolled /registered on the e – procurement website [www.uktenders.gov.in](http://www.uktenders.gov.in). Enrolment /registration on the above portal is mandatory.
3. Tender documents can be purchased only online from <https://uktenders.gov.in> by making online payments as specified above as per key dates. The bidder shall have to submit their bids online and upload the relevant documents from as per time schedule (key dates)
4. Conditional tender will not be accepted and liable to be rejected. RNN reserves the right to accept or reject any or all tender without assigning any reasons thereof.

  
Municipal Commissioner  
Nagar Nigam Rudrapur  
Udham Singh Nagar

## ई-निविदा सूचना

सर्व साधारण को सूचित किया जाता है कि नगर निगम रूद्रपुर के वार्ड संख्या 01 फुलसंगा/फुलसंगी, वार्ड नं0 16 बिगवाड़ा, वार्ड नं0 25, फाजलपुर महरौला, वार्ड नं0 32 भूरारानी एवं वार्ड नं0 40, सिडकुल की सफाई व्यवस्था आउटसोर्स एजेन्सी के माध्यम कराये जाने हेतु दिनांक 10-02-2026 की प्रातः 11 बजे से दिनांक 02-03-2026 की सांय 5:00 बजे तक दोहरी निविदा प्रणाली (तकनीकी एवं वित्तीय निविदा) के अन्तर्गत ई-निविदा आमंत्रित की जाती है, जो दिनांक 05-03-2026 को दोपहर 12 बजे निविदा समिति द्वारा खोली जायेगी। ई-निविदा के सम्बन्ध में विस्तृत जानकारी/शर्तें उत्तराखण्ड शासन की वेबसाइट [www.uktenders.gov.in](http://www.uktenders.gov.in) तथा नगर निगम रूद्रपुर की वेबसाइट [www.nagarnigamrudrapur.com](http://www.nagarnigamrudrapur.com) से डाउनलोड की जा सकती है। ई-निविदा के सम्बन्ध में किसी भी कार्य दिवस पर प्रातः 10:00 बजे से सांय 5:00 बजे तक स्वास्थ्य/अधिष्ठान अनुभाग, नगर निगम रूद्रपुर में सम्पर्क किया जा सकता है। किसी भी निविदा अथवा समस्त निविदाओं को बिना कोई कारण बताये निरस्त करने का अधिकार नगर आयुक्त, नगर निगम रूद्रपुर में सम्पर्क किया जा सकता है। किसी भी निविदा अथवा समस्त निविदाओं को बिना कोई कारण बताये निरस्त करने का अधिकार नगर आयुक्त, नगर निगम, रूद्रपुर में निहित होगा।

—ह0—

(शिप्रा जोशी पाण्डेय)

नगर आयुक्त

नगर निगम रूद्रपुर, (ऊधमसिंह नगर)

—ह0—

(विकास शर्मा),

महापौर

नगर निगम रूद्रपुर, (ऊधमसिंह नगर)

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पत्रांक 2920 / स्वा0अनु0 / 2025-26

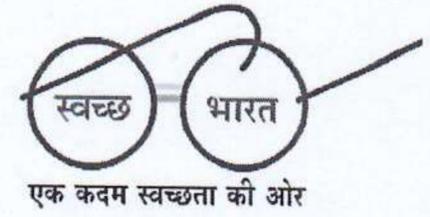
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प्रतिलिपि- निम्नलिखित को सूचनार्थ एवं नोटिस बोर्ड पर चस्पा हेतु।

- 1- कार्यालय जिलाधिकारी, ऊधमसिंह नगर।
- 2- कार्यालय मुख्य विकास अधिकारी, ऊधमसिंह नगर।
- 3- कार्यालय वरिष्ठ कोषाधिकारी, ऊधमसिंह नगर।
- 4- कार्यालय उपजिलाधिकारी, ऊधमसिंह नगर।
- 5- कार्यालय नगर निगम रूद्रपुर, ऊधमसिंह नगर।
- 6- सम्पादक, दैनिक समाचार पत्र अमर उजाला एवं दैनिक जागरण को इस आशय से प्रेषित कि उपरोक्त ई-निविदा सूचना को 6 X 8 सेमी0साईज में अपनी व्यवसायिक दरों में 30 प्रतिशत या उससे अधिक छूट देते हुए अपने समाचार पत्र के आगामी अंक में प्रकाशन का कष्ट करें तथा भुगतान हेतु बिल के साथ समाचार पत्र की दो प्रति सहित इस कार्यालय को उपलब्ध कराने का कष्ट करें।

नगर आयुक्त

नगर निगम रूद्रपुर,  
ऊधमसिंह नगर



**DETAILED PROJECT REPORT FOR MANUAL ROAD SWEEPING, INCLUDING STREET SWEEPING AND CLEANING OF DRAINS WITHIN RUDRAPUR NAGAR NIGAM, RUDRAPUR, UDHAM SINGH NAGAR**



**Year 2025**

**RUDRAPUR MUNICIPAL CORPORATION**

**Submitted By: Aditya Consulting & Engineering Services (PMU)**





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# 1 STREET CLEANSING- INTRODUCTION

## 1.1 INTRODUCTION

Street sweeping, though a basic and seemingly modest municipal function, plays a role in maintaining urban hygiene and aesthetics. Despite its routine appearance, it is a significant component of urban solid waste management, often accounting for 30 to 50 percent of a municipality's total solid waste budget. Unfortunately, this essential service tends to receive limited technical attention from municipal planners and administrators.

A wide array of tools, equipment, and methodologies—both manual and mechanical—are available for street sweeping operations. However, inefficiencies in method selection and operational planning can lead to avoidable expenditures. There exists considerable potential for cost savings through the adoption of more effective and efficient sweeping techniques, particularly those that enhance labor productivity.

Street sweeping is also an area where public engagement and behavior play a vital role. A substantial portion of street litter originates from poor public habits, such as indiscriminate disposal of waste in public spaces



. In some cases, deficiencies in the primary waste collection services compel residents to discard household and commercial waste directly onto the streets, further burdening the sweeping operations. The cost of cleaning scattered waste from streets is significantly higher than collecting the same waste if disposed of in designated bins or containers.

To address these challenges and optimize street sweeping operations, municipal street cleansing policies must be guided by the following key objectives:

- Ensuring efficient primary waste collection directly from the source to minimize secondary littering.
- Reducing public littering through sustained public education, awareness campaigns, and behavior change initiatives.
- Implementing systems and methods that deliver high labor efficiency and operational productivity.
- Utilizing well-designed, effective tools and equipment suited to both manual and mechanical sweeping operations.

The success of a manual road sweeping program depends not only on operational efficiency but also on the integration of technical planning, public participation, and systematic waste management practices.

## **1.2 SOURCES OF STREET WASTE**

For effective solid waste management planning, it is essential to understand the various origins of street waste. Broadly, street wastes can be categorized into three main types based on their source: natural, traffic-related, and behavioral.

### **1.2.1 Natural Wastes**

Natural wastes are those originating from environmental and biological processes. They typically include dust carried by wind from unpaved or barren land, which may originate either locally or from distant areas. Additionally, organic matter such as fallen leaves, blossoms, seeds, and other plant debris generated by urban vegetation forms a significant portion of natural waste. While natural waste generation is inevitable, its volume can be moderated through strategic urban planning measures such as the selective planting of tree species that shed less organic matter.

### **1.2.2 Road Traffic Wastes**

Road traffic contributes to urban street waste in multiple ways. Motor vehicles deposit residues such as oil, rubber particles, and mud on road surfaces. Accidental spillage from vehicles transporting goods, as well as animal-drawn carts depositing excreta, further add to this category. Additionally, large-scale construction activities can lead to mud being carried onto public roads by vehicles, posing both aesthetic and safety concerns, especially in wet weather. Although traffic-related wastes are largely unavoidable, targeted regulatory measures can mitigate their impact—particularly in the case of load spillages and construction site runoff.

### **1.2.3 Behavioural Wastes**

Behavioural wastes arise primarily from human actions and represent the most preventable category of street waste. These include litter discarded by pedestrians, as well as household and commercial waste improperly swept or dumped onto public roads instead of being deposited in designated containers. Other contributors include spittle and pet excrement, which pose serious public health risks, especially when dried and inhaled as contaminated dust particles.

Behavioural waste generation can be significantly reduced with a robust primary waste collection system, widespread availability of litter bins, and a comprehensive program of public education and



awareness. Such efforts must be reinforced through active enforcement of sanitation regulations and penalties for violations, ensuring quick and visible corrective actions.

### 1.3 MANUAL ROAD SWEEPING & DRAIN CLEANING

Urban streets typically consist of three primary paved components: the central carriageway for vehicular traffic, and footways on either side designated for pedestrian use. These footways are slightly elevated and separated from the carriageway by kerbs and drainage channels. The channel, being the lowest portion of the road surface, facilitates stormwater drainage through strategically placed outlets connected to the municipal drainage system.

Contrary to common perception, the carriageway itself seldom requires direct sweeping, as vehicular movement generates air turbulence that displaces dust and debris towards the edges. Consequently, the primary focus of manual street cleansing lies in two distinct zones: footways and drainage channels.

Footways generally accumulate light litter and fine dust dispersed over a wide area, necessitating coverage over large surfaces with relatively low waste density. In contrast, channels are narrow but contain a higher concentration of heavier materials such as silt and road grime. These differences call for specialized sweeping techniques and tools suitable for the specific conditions of each area.

The volume of street waste varies according to the intensity of human activity. Areas with high footfall and commercial activity may require multiple cleanings per day, whereas less frequented areas may only need sweeping once or twice a week.

The removal of silt from underground drains, manholes, storm water drains, or surface drains deeper than 600 mm is the responsibility of the Engineering Division of the Urban Local Body (ULB). This task must not be delegated to the Solid Waste Management (SWM) department.

- Key guidelines for silt removal and handling include:
- Silt should not be left on roads or footpaths for drying, as it poses health and hygiene risks.
- Silt should be removed in accordance with the protocol used for surface drain silt.
- On main roads, the wet silt must be removed within 4 hours.
- In other areas, the removal must be completed within 24 hours.

Disposal of silt should be conducted at designated landfill sites — not at composting plants — though it may be used as landfill cover material.

### 1.4 FREQUENCY OF STREET CLEANSING & DRAIN CLEANING

Daily sweeping of public streets is imperative in areas with dense residential or commercial activity. Roads in isolated locations with minimal habitation may not require daily cleaning but must still be included in a scheduled cleaning program to maintain urban hygiene standards.

A comprehensive cleaning schedule should categorize streets based on their usage and population density. Streets requiring daily attention should be clearly identified, while those with lower waste generation may be scheduled for periodic cleaning—on alternate days, weekly, or as needed.

### 1.5 DAILY CLEANSING INCLUDING SUNDAYS AND PUBLIC HOLIDAYS

Streets, lanes, and by-lanes with active residential or commercial usage must be swept daily, including Sundays and public holidays. Local bodies should compile an inventory of such roads with specifications such as length and width to facilitate the preparation of a rational cleaning plan, adhering to prescribed work norms.

Areas with sparse habitation can be grouped separately and scheduled for cleaning on a need-based basis. Likewise, open public spaces should be cleaned regularly to prevent them from turning into informal dumping grounds.



#### a) Operations on Sundays and Holidays

Solid waste generation is a continuous process; therefore, sweeping, collection, transportation, and disposal must occur daily without exception. Urban local bodies must reorganize the Sanitation Department's work schedule to ensure seamless operations on all days, including Sundays and holidays.

Staff must be allowed their statutory weekly offs by rotation, with the workforce divided into seven groups, each availing their weekly rest on a different day. This system will necessitate either the creation of additional posts equal to one-seventh of the total strength or operational adjustments using existing personnel.

Alternatively, workers may opt for two half-days off per week in lieu of one full day, allowing greater personal time across the week. However, such arrangements must be agreed upon mutually and must comply with legal provisions.

These flexible off-day structures should be implemented specifically for sweepers, drain cleaners, and their supervisors, while transportation and disposal staff—whose duties span full shifts—should either be augmented through additional recruitment or compensated for overtime.

#### b) Review of Holiday Entitlements for Essential Service Staff

Local bodies should review the public holiday schedule for sanitation workers compared to general staff. Typically, essential service personnel are entitled to fewer holidays. Based on this review, the municipality may revise holiday entitlements and ensure uninterrupted waste collection and disposal by compensating workers with additional leave, allowances, or alternative staffing mechanisms.

This does not preclude continuing with existing successful arrangements, provided they ensure comprehensive service delivery.

#### c) Provision for Substitute Workers

In cases of absenteeism or leave, appropriate substitute arrangements must be made to prevent disruptions in service. "Badli" workers or a designated leave reserve pool may be utilized to maintain cleanliness. Any effective existing substitution arrangements may also continue as long as service delivery remains unaffected.

#### d) Prevention of Open Waste Burning

Urban Local Bodies must strictly prohibit the open burning of leaves and other waste by sanitation workers or the general public. Waste must be transported to designated community bins or collection sites. Strict action should be taken against violators. In areas where open land is available, leaves may be rapidly composted on-site and the compost used for landscaping or plantation maintenance along roadsides.

### 1.6 CLASSIFICATION OF STREETS

For effective and strategic planning of manual street sweeping operations, it is essential to classify streets based on their functional characteristics and the frequency of sweeping required. Such classification enables optimal deployment of sanitation personnel, tools, and resources, ensuring cleanliness standards are maintained while maximizing operational efficiency.

The classification system must take into account various factors including street usage, volume of pedestrian and vehicular traffic, the density and type of surrounding development (residential, commercial, or institutional), and the average quantum of waste generation. Based on these parameters, streets may be categorized as shown in Table 11.1.



Urban local bodies should tailor these classifications according to the specific conditions and needs of their jurisdictions. Time-motion studies should be undertaken for each class to determine the average length of street that can be effectively swept by one sanitation worker per shift. These studies can also help refine sub-classifications where variability exists within a street category.

Table 1-1A Typical Classification of Streets and the Frequency of Sweeping

Class	Character of Street	Frequency of Sweeping
A	City centre shopping areas	Daily
B	Market areas	Daily
C	City centre and minor streets	Daily
D	Sub-urban shopping streets	Daily
E	Residential streets (high- and low-income areas)	Daily
F	Roads and streets with no households or establishments on either side	Once a week
G	Sub-urban main streets	Twice a week
H	Open spaces	Occasionally, as required (minimum once in a fortnight)

This classification framework serves as a foundational guideline for street cleansing operations. Local bodies are encouraged to regularly review and update street classifications in response to changes in urban development patterns, waste generation behavior, and public usage trends. By doing so, the sweeping services can remain responsive, cost-effective, and aligned with the overall goals of urban sanitation and public health.

### 1.7 SWEEPING METHODS & DRAIN CLEANING METHOD

In typical manual street sweeping scenarios—comprising both footways and street channels—an established work procedure is followed to minimize unproductive walking and enhance efficiency. The recommended sweeping method for a single sanitation worker is outlined below:

- Park the waste receptacle (typically a handcart) at the beginning of the section to be swept.
- Using a wide broom, sweep waste from the footway into the adjoining channel for a distance of approximately 20 to 50 metres.
- Sweep the channel in the reverse direction, working back toward the parked receptacle. If the quantity of waste is substantial, intermediate heaps may be made. Care must be taken not to sweep waste across drainage grids to avoid blockages.
- Move the receptacle forward to the next section, collecting waste heaps along the way.

### 1.8 WORK NORMS FOR SWEEPERS

Work norms for street sweepers vary based on city size, land use types (residential, commercial, institutional), and the volume and nature of refuse generated. Suggested work norms have been elaborated in Para 19.6 of Chapter 19: Institutional and Capacity Building Aspects. Local bodies are encouraged to refer to these guidelines and adapt them based on time-motion studies and field conditions.

### 1.9 WORKING HOURS

Working hours for sanitation personnel vary across cities based on tradition and local conditions. However, it is desirable that street sweeping begins early in the morning to ensure roads and public spaces are clean before peak human activity begins.

Sanitation workers typically serve 8-hour shifts, including a 30-minute recess. Given the physical nature of the job, splitting the shift into two spells—4 to 5 hours in the morning and 3 to 4 hours in the afternoon—is recommended. Both spells should involve individually assigned tasks to ensure optimal



output and accountability. Afternoon group tasks, often observed, tend to be inefficient and must be discouraged.

Urban Local Bodies should determine duty schedules in alignment with local norms, labor laws, court directives, and union agreements.

### 1.10 EQUIPMENT USED FOR STREET SWEEPING

The selection and use of appropriate tools and equipment play a crucial role in enhancing the productivity and effectiveness of street sweeping operations. The tools presently used by sanitation workers are often outdated and ergonomically unsuitable. Modern and efficient alternatives must be introduced, and efforts should be made to encourage their adoption through training and awareness programs.

The key tools used for manual sweeping are:

#### 1.10.1 Brooms

Short-handled brooms, which necessitate constant bending, are ergonomically harmful and lead to fatigue and long-term health issues such as back pain. Sanitation workers should be encouraged to use long-handled brooms that allow upright sweeping, reduce fatigue, and enhance productivity.

Where broom allowance or broom sticks are currently provided, workers may be trained or encouraged to assemble long-handled brooms themselves. A metal scraper blade should be attached to the broom, or a separate metal scraper should be issued, to facilitate the removal of sticky waste.

Although there is no uniform standard, most cities issue between 1 to 3 brooms per month per worker. A monthly issue of one long-handled broom is considered sufficient. The bamboo handle is durable and need not be replaced monthly; replacement every 6 to 12 months, depending on usage, is adequate.

Delhi Model Broom, widely used in large cities, is considered a standard. Its specifications are:

Component	Specification
Length of broom	80–85 cm
Weight of broom	Approximately 1 kg
Binding Material	20-gauge mild steel sheet ring (1.5–2 cm wide)
Handle	Bamboo, 135 cm length, 3–4 cm diameter
Weight of handle	Approximately 900 gm

#### 1.10.2 Shovels

While brooms are used to gather waste into heaps, shovels are essential for transferring the waste into containers. A large, straight-blade shovel is the conventional tool for this purpose. However, when sweeping large volumes of light waste (e.g., dry leaves), standard shovels may be ineffective as the material may fall or be blown away during transfer.

A practical alternative in such cases is the use of a pair of flat boards, often made of plywood, between which waste is held by hand pressure. This method minimizes spillage and is suitable for handling lightweight refuse.

#### 1.10.3 Container for Transfer of Sweepings

In street sweeping operations, various types of containers are employed to facilitate the efficient transfer of sweepings from the ground into handcarts or collection bins. These containers are carried or used by sanitation workers to gather loose waste quickly and move it to designated collection points.

1. Manpower, Vehicles, Equipments deployed to be regularly Report submit to NNR monthly basis.



The selection of an appropriate type of container should be guided by cost-effectiveness, durability, ergonomic design, and ease of use. The material of the container significantly affects its life cycle and maintenance requirements. Sweepers typically use containers made from Cane, Bamboo, Plastic, Low Density Plastic (LDP), Metal, or Fibre Reinforced Plastic (FRP). Each of these materials offers specific advantages and limitations.

While economic considerations are important, the durability and ergonomic efficiency of the container must not be compromised. Containers should be lightweight, easy to handle, and sufficiently strong to hold waste without breakage or excessive wear.

A general comparison of container types is presented below:

Table 1-2 Description of Alternative Containers for Street Sweepers

Material	Description	Advantages	Limitations
Cane/Bamboo	Traditional handmade basket-type containers	Low cost, locally available, biodegradable	Short life, absorbs moisture, prone to damage
Plastic (General)	Molded plastic containers (medium strength)	Lightweight, affordable, water-resistant	May crack under heavy loads, shorter life cycle
Low Density Plastic (LDP)	Flexible plastic containers, often used in semi-formal applications	Very lightweight, inexpensive	Not durable, easily torn, not ideal for heavy waste
Metal	Galvanized or steel containers	Strong, long-lasting, resistant to heat	Heavy, prone to rust if not coated, costly
Fibre Reinforced Plastic (FRP)	Composite material offering high strength and rigidity	Durable, rust-free, lightweight compared to metal	Higher initial cost, limited local availability

Table 1-3 General Description of Alternative Containers for Sweepers

	Cane basket	Bamboo basket	Other material bin
Plan cross section shape	Circular	Circular	Square
Top dimension (diameter or side)(mm)	440	450	450
Bottom dimension (mm)	380	350	300
Height (mm)	360	350	500
Weight (kg)	4	1.5	4
Capacity (litres)	25-40	25-40	25-40

#### 1.10.4 Vehicles and Transfer Facilities

Street sweeping work comprises two key activities:

- Sweeping and transferring waste into receptacles (productive activity), and
- Transporting the filled receptacles to a transfer point (non-productive activity).

To improve overall productivity, it is essential to minimize the time spent on transporting collected waste. This can be achieved through:

- Minimizing the distance to the transfer point.
- Maximizing the capacity of receptacles used.



#### 1.10.4.1 Transfer Facility Arrangements

Each sweeping beat must have a nearby transfer facility that is hygienic and efficiently managed. Ideally, this facility is located within a district depot under regular supervision. It should not be an open dump, which can lead to unhygienic conditions and unnecessary labour for re-handling.

✓ **Common transfer systems include:**

- Side-loaded trailer: 7 m<sup>3</sup> capacity, exchanged 3 times/day.
- Steel skip: 4 m<sup>3</sup> capacity, exchanged 5 times/day by skip hoist vehicles. [Total daily waste per district: 40 sweepers × 0.5 m<sup>3</sup> = 20 m<sup>3</sup>]

✓ **Alternative: Mobile Collection Vehicles**

An alternative to stationary transfer points is deploying mobile vehicles to collect filled bins from sweepers multiple times a day (typically four). This system requires:

- Precise routing and scheduling of vehicles and sweepers.
- Strict adherence to timetables to avoid idle time.

This method enables sweepers to dedicate their entire shift to sweeping, but does not eliminate the need for central depot facilities for welfare and handcart parking.

✓ **Importance of Handcarts**

Unfortunately, in many cities sweepers are given only baskets, leading to excessive time lost in walking back and forth for disposal. This is inefficient and unproductive.

The recommended solution is to provide a well-designed handcart, preferably with the following features:

- Lightweight tubular steel frame or angle iron platform.
- Two or more portable bins (30–40 litres each).

Large diameter wheels with rubber tyres (pneumatic preferred), and ball/roller bearings for easy manoeuvrability.

- Brackets to hold three brooms and a shovel.

These handcarts should be designed so that bins can be directly detached and emptied into the transfer system without offloading waste onto the ground, eliminating unnecessary manual handling.

#### 1.10.4.2 Handcarts and Tricycles

Each street sweeper should be equipped with a handcart or tricycle designed for efficient waste collection and transport.

**Recommended Specifications:**

- Handcart: Should have 4 to 6 detachable bins.
- Tricycle: Should have 8 or more bins, each of 30–40 litres capacity.

**Bins must be:**

- Easily detachable for direct emptying into storage bins.
- Lockable using a chain mechanism for safety and hygiene.

**Handcarts must be fitted with:**

- At least three wheels with ball bearings for stability and smooth operation.
- Brackets for tools (brooms, shovel).



### 1.11 REMOVAL OF SILT FROM UNDERGROUND DRAINS / MANHOLES

The removal of silt from underground drains, manholes, storm water drains, or surface drains deeper than 600 mm is the responsibility of the Engineering Division of the Urban Local Body (ULB). This task must not be delegated to the Solid Waste Management (SWM) department.

Key guidelines for silt removal and handling include:

- Silt should not be left on roads or footpaths for drying, as it poses health and hygiene risks.
- Silt should be removed in accordance with the protocol used for surface drain silt.
- On main roads, the wet silt must be removed within 4 hours.
- In other areas, the removal must be completed within 24 hours.
- Disposal of silt should be conducted at designated landfill sites — not at composting plants — though it may be used as landfill cover material.

### 1.12 INSTITUTIONAL ARRANGEMENT FOR MANUAL SWEEPERS

Efficient functioning of manual sweeping operations requires strategically located district depots with necessary infrastructure.

Essential Depot Facilities:

- Office for district supervisor (for attendance and coordination).
- Parking area for handcarts and provision for minor repairs.
- Store for tools and cleaning equipment.
- Transfer facility for temporary waste collection.
- Toilet and welfare facilities for sweepers.

Depot Location Planning:

- In city centers, where sweeping beats are shorter and density is higher (over 40 sweepers per km<sup>2</sup>), depots should be laid out in a 1 km grid to limit walking distance to <500 meters.
- In suburban or low-density areas, a depot might serve a larger district (e.g., 25 km<sup>2</sup> for 20 sweepers), requiring a 5 km grid, with average walking distances of up to 2 km.
- In such cases, beats should be radially planned to allow outward and return working routes for each sweeper.

### 1.13 LEGISLATION

Given that behavioural factors contribute significantly to street littering, legislation plays a critical role in maintaining cleanliness and reducing workload on the system.

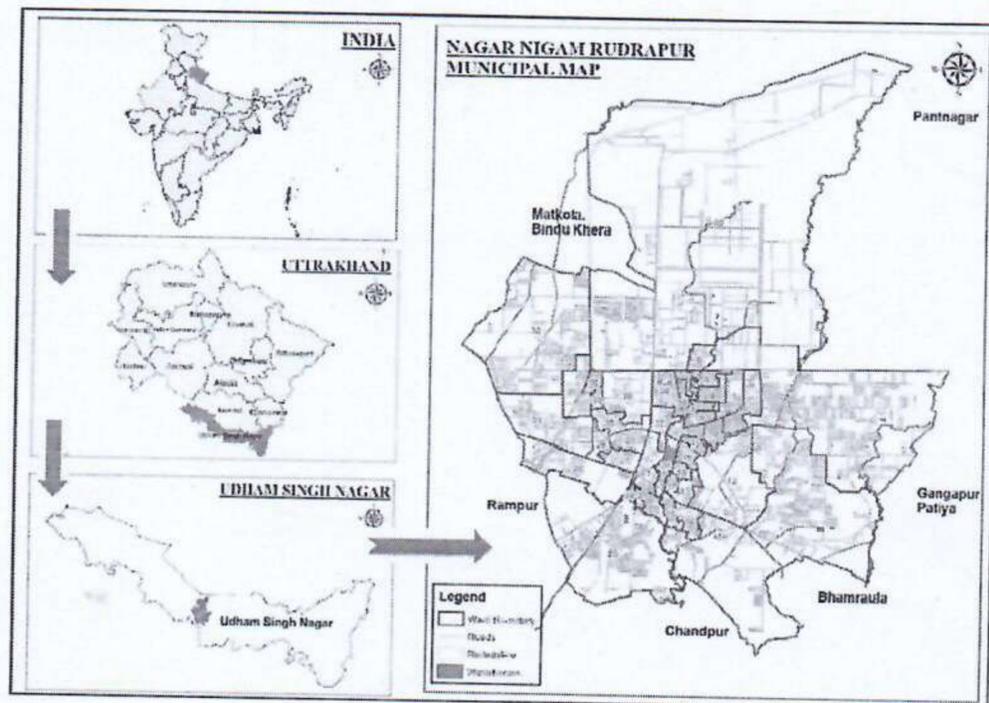
Legal provisions specific to street cleansing and waste management are detailed in Legal Aspects, which outlines enforceable rules and penalties aimed at ensuring public cooperation and sustainable urban sanitation.



## 2 ACTION PLAN FOR MANUAL ROAD SWEEPING & DRAIN CLEANING FOR RUDRAPUR CITY

### 2.1 INTRODUCTION

To ensure systematic and hygienic maintenance of roads and public areas, a structured action plan for manual road sweeping in Rudrapur City is proposed. The key objective is to implement an efficient manual sweeping system that enhances cleanliness, improves public health standards, and supports overall solid waste management. The city will be divided into defined sweeping zones or "beats" based on factors such as road length, waste generation, and population density. High-traffic and central areas (Class A to E streets) will be swept daily, while less congested and peripheral roads (Class F to H) will be cleaned weekly, bi-weekly, or as required.



Each beat will be assigned to individual sweepers, with deployment based on work norms determined through time studies. Supervisory oversight will be maintained through a hierarchical system where beat supervisors report to district supervisors, operating out of well-equipped depots. These depots will include handcart parking, tool storage, transfer facilities, and welfare provisions for workers.

Sweepers will be equipped with ergonomically designed long-handled brooms, shovels, and detachable containers fitted to handcarts or tricycles. Each handcart will have 4–6 bins of 30–40 liters capacity to minimize the need for frequent disposal trips, thereby maximizing sweeping time. Waste from street sweeping will be collected in containers and transferred to communal bins or transfer facilities via either mobile collection systems or static transfer depots, depending on feasibility.

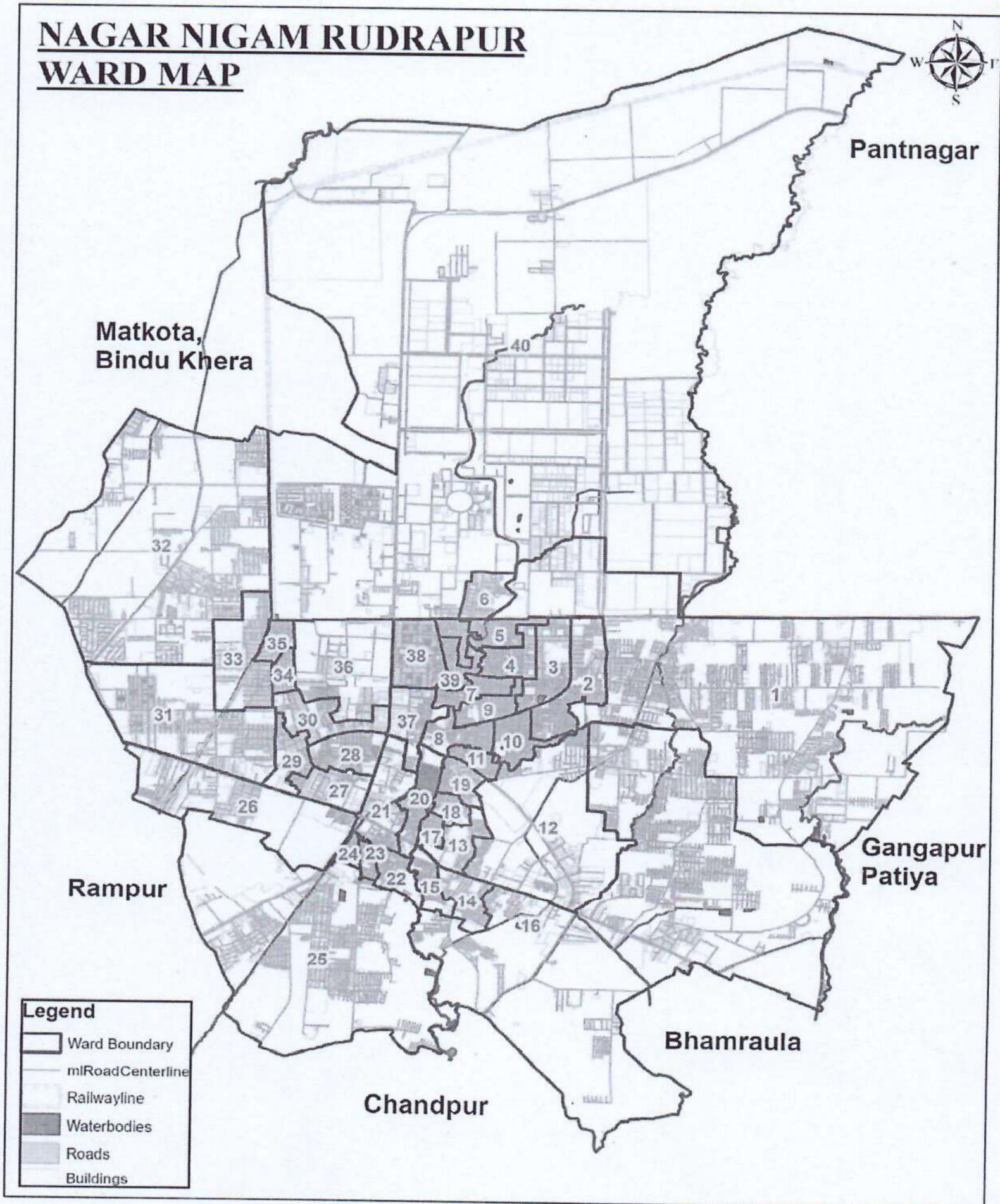
To reduce fatigue and improve output, working hours will be split into two shifts—morning and afternoon—with individual work assignments in both spells to ensure full productivity. All silt removal from underground drains and manholes will remain under the jurisdiction of the Engineering Division, with proper disposal protocols to avoid roadside accumulation. In addition, targeted use of mechanical sweepers will be considered for wide roads, central verges, and areas where manual sweeping poses safety risks.

Institutional support will be strengthened through the establishment of decentralized depots at central locations within sweeping districts, keeping the average walking distance for sweepers below 500 meters in urban cores. Legislation and behavioral enforcement measures will also be incorporated to reduce littering and enhance civic responsibility. Overall, the plan aims to modernize manual road sweeping in Rudrapur while ensuring it remains labor-efficient, cost-effective, and environmentally sound.



## 2.2 IMPLEMENTATION TO CITY

Manual road sweeping is a component of solid waste management and plays a role in maintaining the cleanliness and hygiene of urban areas. In cities like Rudrapur, where road widths, population density, and traffic volumes vary considerably, a systematic and planned manual sweeping strategy becomes essential. This report outlines a practical and efficient action plan for manual street sweeping in Rudrapur, based on the guidelines laid out in the CPHEEO Manual on Municipal Solid Waste Management (2016) and Solid Waste Management Rules, 2016. The aim is to ensure a clean urban environment, minimize health risks, and maintain aesthetic standards across all public roads and spaces.





### **2.3 MANPOWER REQUIREMENT AND DEPLOYMENT STRATEGY**

The effective deployment of sanitation workers is a critical element in ensuring systematic and efficient street sweeping operations in Rudrapur City. In line with CPHEEO norms and Solid Waste Management Rules, 2016, the manpower requirement for street sweeping is to be determined based on the density and category of roads. This classification takes into account factors such as traffic volume, pedestrian flow, waste generation, and surrounding land use.

To implement deployment strategy effectively, the vendor will conduct a detailed ward-wise road mapping and categorize streets accordingly. The deployment plan will also ensure equitable distribution of sanitation workers, with beat assignments based on actual measurable lengths and condition of roads. Attendance and daily task verification will be conducted by ward supervisors to ensure workforce accountability. Additionally, standby staff will be maintained to cover absenteeism and emergency cleaning requirements, particularly during festivals, public gatherings, or adverse weather events. This structured manpower allocation will ensure optimum coverage and quality of cleanliness across all zones of Rudrapur City.

### **2.4 DAILY SWEEPING SCHEDULE AND MONITORING**

To ensure cleanliness and effective waste collection in Rudrapur City, a structured daily sweeping schedule will be implemented in alignment with CPHEEO guidelines. Manual sweeping operations will be conducted in two shifts across all residential, commercial, and high-traffic zones. Manual sweeping will be scheduled in two daily shifts for residential and commercial zones:

Each municipal ward will have a designated reporting and dispatch point for sanitation workers. These reporting points will be strategically equipped with storage facilities for brooms, metal trays, handcarts, safety gear, and personal protective equipment (PPE). The location will also serve as the base for the ward supervisor and sanitary inspector, who will be responsible for monitoring field operations.

Daily monitoring of street sweeping activities will be enforced through attendance tracking, beat-wise performance reporting, and surprise inspections. Supervisors will maintain daily attendance registers and checklists for coverage of roads and lanes. In order to bring in greater transparency and data-driven supervision, the Urban Local Body (ULB) will explore the implementation of GPS-enabled monitoring systems or handheld mobile trackers for sanitation workers. These technologies can provide real-time data on coverage, frequency, and workforce deployment while reducing manual dependency and absenteeism.

Additionally, ward-wise cleaning logs will be maintained and reviewed weekly to ensure all zones are being consistently serviced. Emphasis will be placed on proactive reporting of missed beats, broken tools, or absenteeism, so immediate corrective measures can be taken. This robust monitoring framework will ensure efficient, hygienic, and timely road sweeping across the city.

### **2.5 EQUIPMENT AND PROTECTIVE GEAR**

To ensure both efficiency in street sweeping operations and the health and safety of sanitation workers, the deployment of modern and ergonomically suitable tools and personal protective equipment (PPE) is of paramount importance. As per CPHEEO guidelines and good municipal practices, each sanitation worker in Rudrapur will be equipped with a standard set of tools designed to minimize physical strain and enhance operational output.

The core sweeping equipment includes long-handled filament brooms, available in both fan-shaped and bunched varieties, which reduce the need for workers to bend excessively, thereby minimizing fatigue and the risk of musculoskeletal injuries. These brooms are ideal for effective dust and litter removal across different types of road surfaces. In addition to brooms, metal trays, shovels, and flat



boards will be provided to facilitate the collection and easy transfer of swept waste into containers, ensuring that no waste is left scattered and manual handling is kept to a minimum.

Each worker will be assigned a containerized handcart or tricycle fitted with separate bins of 25–40 liters capacity to allow for the segregation and transport of waste without leakage or spillage. These mobile carts will enhance efficiency by reducing the number of trips required to transfer waste and will also help keep the surroundings clean during transit.

To safeguard the health and safety of the workforce, comprehensive PPE kits will be mandatorily issued. These include heavy-duty gloves, rubber boots, face masks or reusable respirators, head caps, and identity cards. Workers will also be provided with standardized reflective uniforms for visibility, especially important for those operating during early morning or late evening shifts. For night shifts or operations in low-light conditions, uniforms with high-visibility reflectors will be used to minimize the risk of accidents. Regular training sessions will be organized to ensure that workers properly use and maintain the provided equipment and gear.

Each worker will be equipped with ergonomically designed tools for efficient and safe sweeping. Equipment includes:

- Long-handled filament brooms (fan-shaped and bunched types) to minimize bending and fatigue
- Metal trays, shovels, and flat boards for collecting and transferring waste
- Containerized handcarts or tricycles with multiple 25–40 liter bins for transporting collected waste

All workers will be provided with personal protective equipment (PPE) including gloves, boots, masks, caps, reflective uniforms, and ID cards. For night shifts or dark areas, uniforms will be fitted with reflectors to ensure visibility and worker safety.

## **2.6 WASTE HANDLING AND TRANSPORT**

Waste collected through sweeping will be handled separately and not mixed with household or commercial waste. This is essential to reduce contamination and support downstream processing. Collected material (including leaves, litter, and silt) will be transferred to covered black bins at community storage points or waste depots. From there, municipal transportation vehicles will carry it to either the processing facility (for sand recovery and reuse) or to the sanitary landfill site.

Regular lifting schedules will be enforced to prevent overflow of waste at secondary storage points. The use of covered trolleys or dumper placers will ensure dust control during transit.

## **2.7 HEALTH, SAFETY, AND WELFARE MEASURES**

As per SWM Rules, manual waste handling should be minimized and conducted only with proper safety precautions. Rudrapur Municipal Corporation will implement a comprehensive worker welfare program, including:

- Regular health check-ups for sanitation staff
- Provision of health insurance and social security benefits
- Gender-sensitive deployment: Adequate security and lighting for women workers on night duty
- Capacity building and training on hygiene, tool usage, and emergency response

Women workers will be deployed in safe areas and shifts, with police or civil defense patrols in place where needed. Sanitation workers will also be trained on using tools correctly to prevent musculoskeletal injuries.



## 2.8 INSTITUTIONAL ARRANGEMENTS AND SUPERVISION

Each ward will be overseen by a supervisor. A project head will be responsible for monitoring the complete project. He/she will be stationed at Nagar Nigam Rudrapur.

He/she should have experience regarding solid waste management.

- Supervising sweepers and transport teams
- Maintaining daily logs and reports
- Coordinating with health departments and waste processing units
- Attending citizen complaints and feedback mechanisms

A centralized control room may be established at the municipal office to manage operations, staff grievances, emergency interventions, and fleet coordination.

## 2.9 IMPLEMENTATION OF MANUAL ROAD SWEEPING IN WARD NO. 1

Ward No. 1 of Rudrapur, with a population of approximately 24,012 and covering an area of 6.411 sq. km, has a population density of around 3,745 persons per sq. km.

To improve urban hygiene and overall cleanliness in Ward No. 1, it is proposed to implement a structured manual road sweeping program.

Each worker will be equipped with ergonomically designed tools such as long-handled filament brooms and shovels to minimize physical strain and improve efficiency. Collected waste will be deposited into color-coded bins (25–40 liters) placed on handcarts or tricycles stationed at designated collection points. The waste will then be transported using tractors with detachable trailers to the nearest transfer station or waste collection center. All sanitation staff will be provided with full personal protective equipment (PPE) including gloves, face masks, boots, reflective uniforms, and ID cards to ensure safety and visibility during duty hours. This structured approach aims to enhance the overall cleanliness of the ward and set a benchmark for other areas.

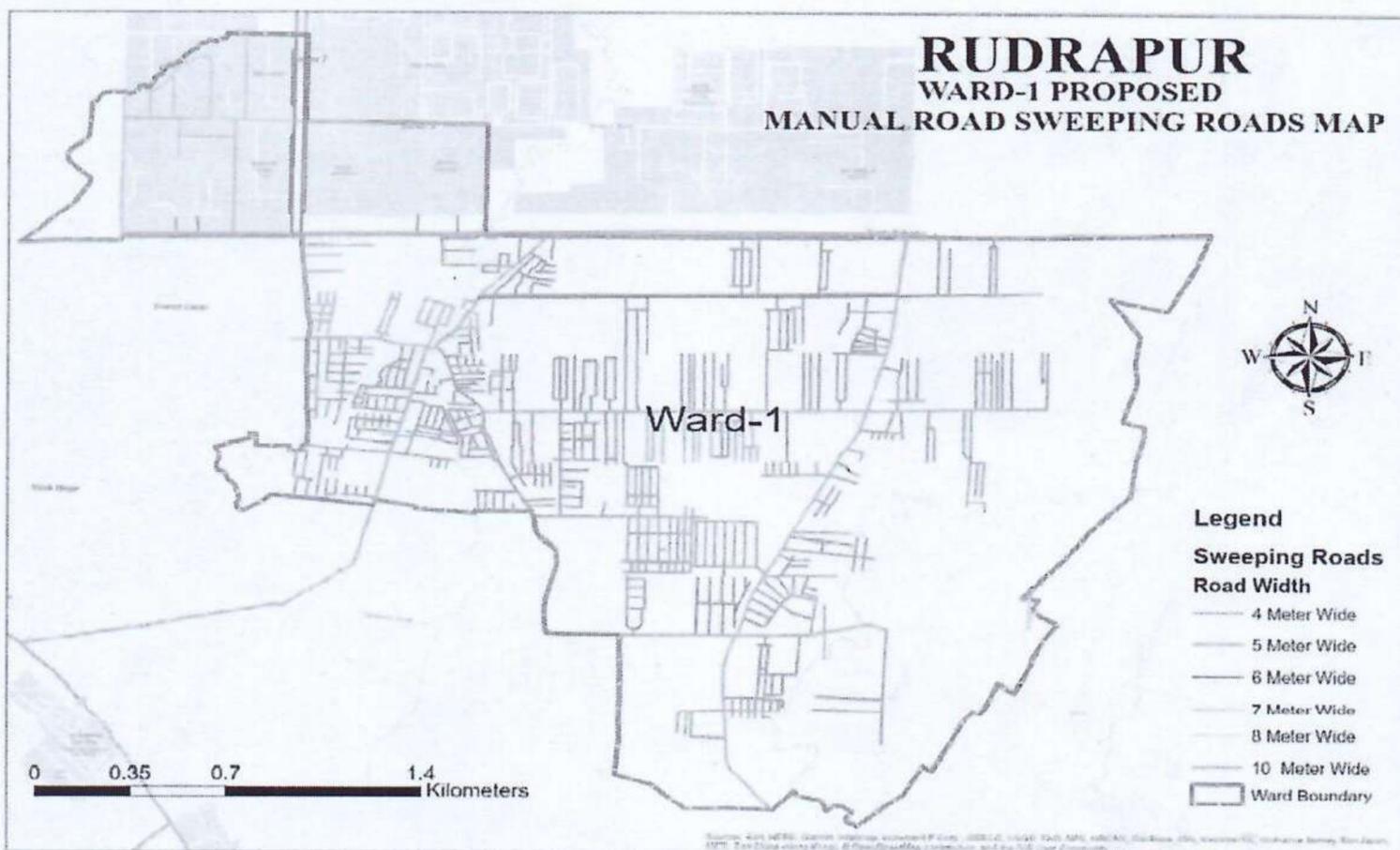




Figure 2-1 Proposed Manual Sweeping in Ward 1

**2.10 IMPLEMENTATION OF MANUAL ROAD SWEEPING IN WARD NO. 16**

Ward No. 16 has a population of approximately 24,084 and spans 7.37 sq. km, with a population density of about 3,268 persons per sq. km.

Sanitation workers will be assigned specific beats and equipped with long-handled brooms, metal trays, flat boards, and shovels designed to reduce fatigue and improve operational output. Waste collected will be placed in color-coded bins mounted on handcarts or tricycles and positioned at predetermined collection spots. These will be cleared regularly by tractors with detachable trailers and transported to the nearest transfer point. To ensure worker safety and dignity, full PPE kits—including gloves, face masks, boots, ID cards, and high-visibility uniforms—will be provided. This initiative is expected to significantly improve hygiene and sanitation in the ward:

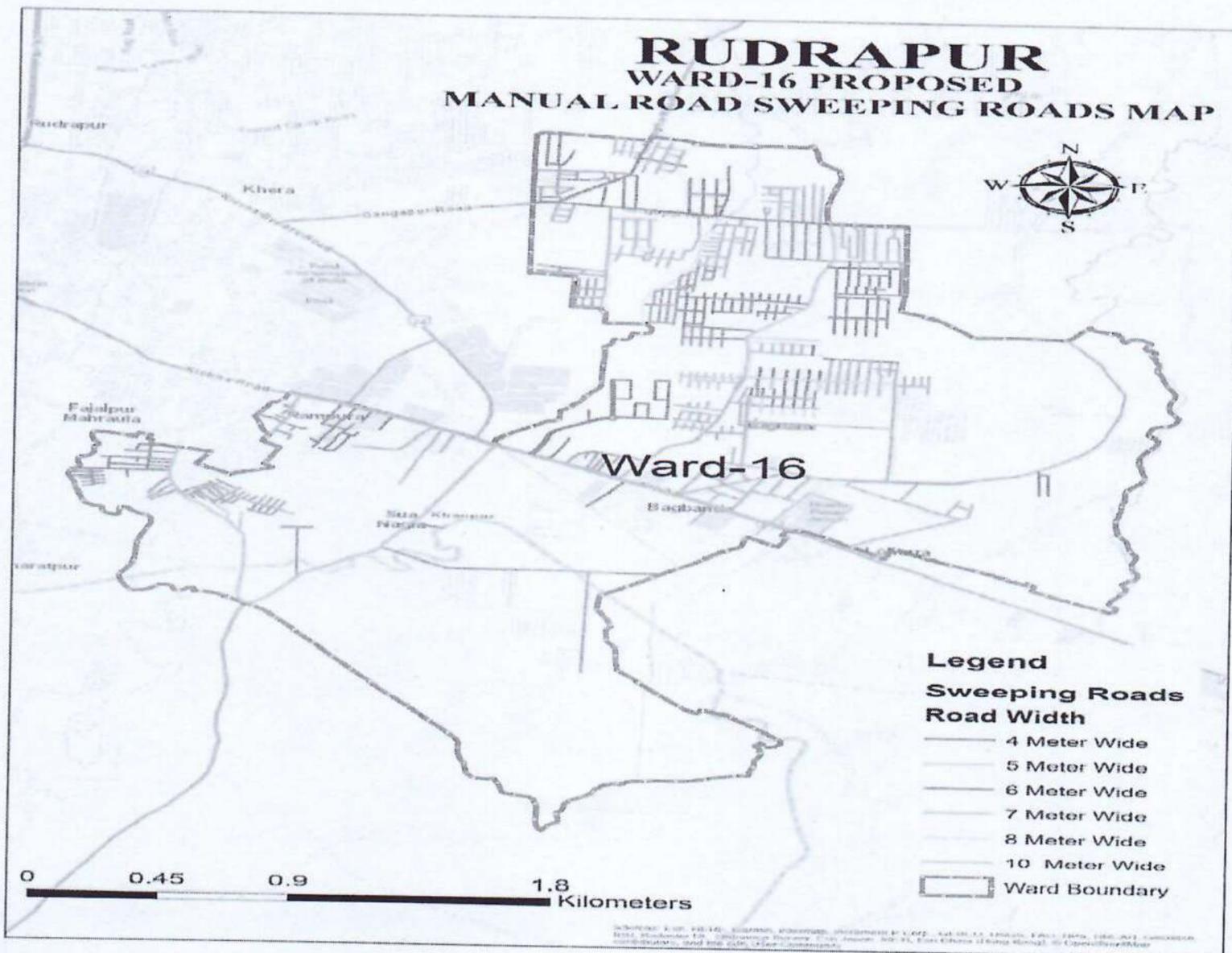


Figure 2-2 Proposed Manual Sweeping in Ward 16

**2.11 IMPLEMENTATION OF MANUAL ROAD SWEEPING IN WARD NO. 25**

Ward No. 25, with a population of approximately 14,948 and an area of 3.854 sq. km, has a population density of around 3,879 persons per sq. km.

Each worker will operate within an assigned beat and use ergonomically designed tools to reduce physical stress and enhance productivity. Swept waste will be placed in 25–40 liter color-coded bins mounted on mobile carts or tricycles, positioned at specified collection points. Waste pickup will be facilitated through tractors with detachable trailers, ensuring timely transportation to the nearest waste facility. Workers will be provided with comprehensive PPE kits, including gloves, masks, boots, reflective uniforms, and ID cards, to ensure their safety and proper visibility. The initiative is expected to significantly uplift sanitation standards in Ward No. 25.

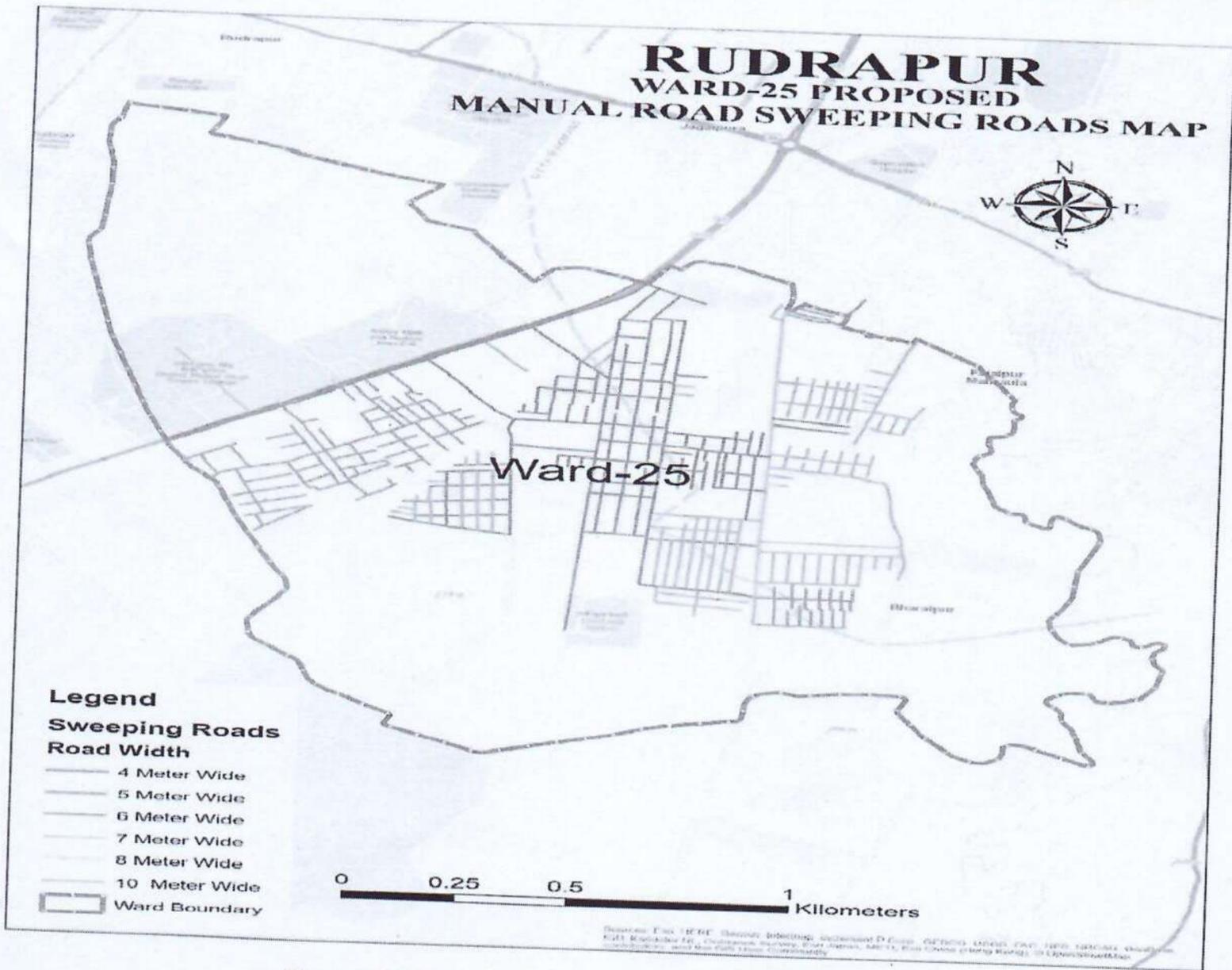


Figure 2-3 Proposed Manual Sweeping in Ward 25



## 2.12 IMPLEMENTATION OF MANUAL ROAD SWEEPING IN WARD NO. 32

Ward No. 32 houses an estimated population of 12,812 across an area of 4.028 sq. km, resulting in a population density of approximately 3,181 persons per sq. km.

All workers will be equipped with appropriate tools such as long-handled brooms, shovels, metal trays, and flat boards, which are designed for ergonomic efficiency. Waste collected during operations will be segregated into color-coded bins placed on carts or tricycles, stationed at designated pickup points. Scheduled waste removal will be managed by tractors with detachable trailers transporting the waste to a transfer or processing center. PPE kits, including gloves, face masks, boots, ID cards, and reflective uniforms, will be provided to ensure worker safety and visibility. This initiative is expected to contribute significantly to improving sanitation and urban aesthetics, and may serve as a scalable model for other wards.

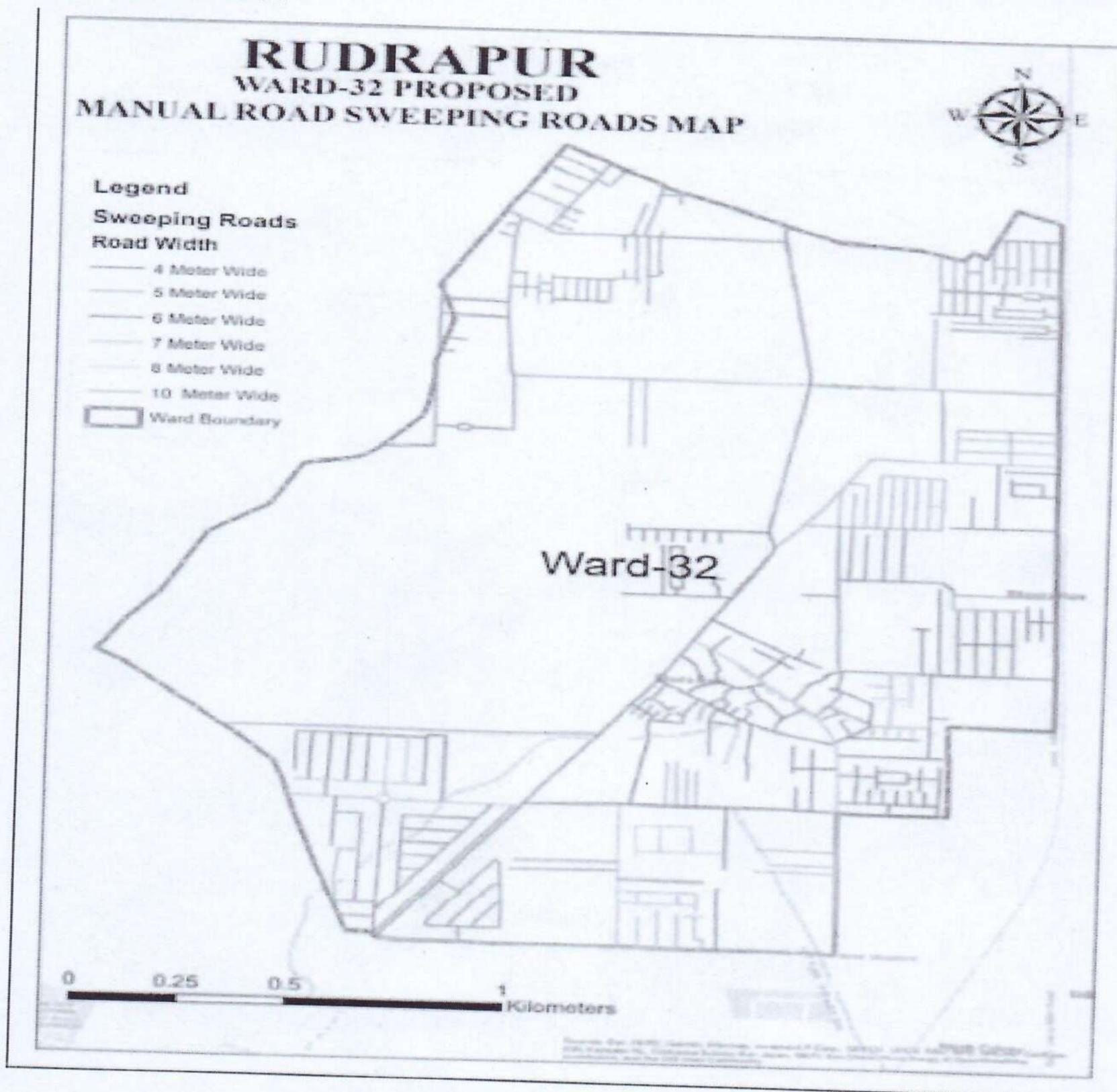


Figure 2-4 Proposed Manual Sweeping in Ward 32



### 2.13 IMPLEMENTATION OF MANUAL ROAD SWEEPING IN WARD NO. 40

Ward No. 40 houses an estimated population of 4534 across an area of 20.815 km<sup>2</sup> resulting in a population density of approximately 2,178 persons per km.

All workers will be equipped with appropriate tools such as long-handled brooms, shovels, metal trays, and flat boards, which are designed for ergonomic efficiency. Waste collected during operations will be segregated into color-coded bins placed on carts or tricycles, stationed at designated pickup points. Scheduled waste removal will be managed by tractors with detachable trailers transporting the waste to a transfer or processing center. PPE kits, including gloves, face masks, boots, ID cards, and reflective uniforms, will be provided to ensure worker safety and visibility. This initiative is expected to contribute significantly to improving sanitation and urban aesthetics, and may serve as a scalable model for other wards

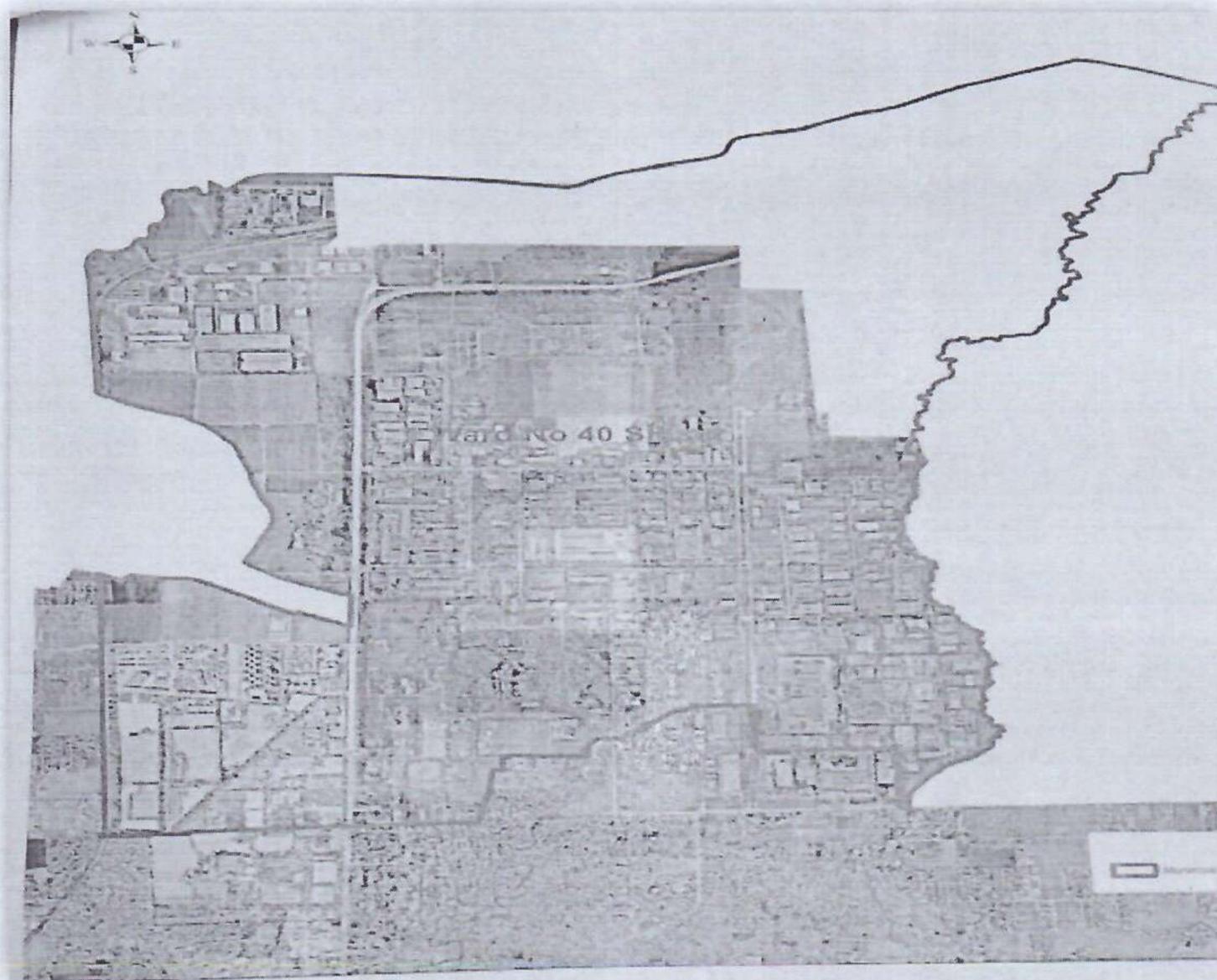


Figure 2-5 Proposed Manual Sweeping in Ward 40



### 3 ESTIMATED PROJECT COST: CAPEX & OPEX

The successful implementation of a city-wide manual road sweeping system involves two major categories of expenditure: Capital Cost and Operation & Maintenance Cost (O&M Cost). These cost components are critical for the sustainable functioning of the sanitation system and ensuring consistent cleanliness across the urban landscape.

#### 3.1 CAPITAL COST

The Capital Cost represents the initial investment required to establish the manual road sweeping infrastructure. This is a one-time expense incurred at the beginning of the project to procure the necessary tools, equipment, and infrastructure. The key components of the capital cost include:

- **Cleaning Equipment:** Procurement of durable, ergonomically designed tools such as long-handled filament brooms (both fan-shaped and bunched), shovels, metal trays, and flat boards. These tools are essential for effective manual sweeping with minimum worker fatigue. These are to be provided by the vendor.
- **Collection Units:** Handcarts or tricycles equipped with color-coded, compartmentalized bins of 25 to 40 liters capacity for waste collection. These carts are designed to support segregated waste collection and ease of handling. These will be provided by NNR.
- **Transport Vehicles:** Acquisition of tractors with detachable trailers or trolleys to transport the collected waste from the collection points to waste transfer stations or secondary collection centers. These are to be provided by D2D/NNR as the case may be.
- **Infrastructure Setup:** Establishment of reporting points or sanitation cabins in each ward for storage of tools, equipment, and temporary rest for workers. This has to be provided by NNR.
- **Protective Gear and Uniforms:** Supply of personal protective equipment (PPE) including gloves, boots, masks, caps, reflective jackets/uniforms, and ID cards to ensure safety, hygiene, and visibility of workers. These are to be provided by the vendor. ID cards will be provided by NNR.
- **Monitoring Devices:** If adopted, initial installation of GPS-based mobile attendance systems and handheld tracking devices to improve monitoring and accountability. It will be facilitated by NNR.

#### 3.2 OPERATION AND MAINTENANCE (O&M) COST

The Operation Cost refers to the recurring expenditure necessary for the day-to-day functioning, monitoring, and maintenance of the manual sweeping program. This includes:

- **Manpower Wages:** Regular monthly wages or honorariums for sanitation workers, supervisors (as per minimum wages) and project head vendor will raise the bills regarding these to NNR.
- **Consumables and Replacements:** Periodic replacement of brooms, PPE, gloves, masks, and uniforms due to wear and tear by the vendor. Uniform will be provided by NNR.
- **Fuel and Transport Maintenance:** Ongoing fuel consumption for tractors and routine maintenance costs for all transport vehicles and collection equipment. It will be done by NNR. D2D vendor as the case may be.
- **Tool and Cart Maintenance:** Regular repairs of handcarts/tricycles and other cleaning tools to maintain operational efficiency. It will be provided by NNR.
- **Administrative and Monitoring Expenses:** Costs related to field-level monitoring, documentation, mobile attendance, and data management systems.
- **Capacity Building and Training:** Periodic training and sensitization programs for workers on safe handling practices, hygiene, and waste segregation protocols.



**3.2.1 The capital cost ensures that the infrastructure and equipment are in place to start the operations, while the operation and maintenance cost ensures the system runs smoothly on a daily basis. A well-balanced investment in both aspects is essential for maintaining cleanliness standards, improving public health outcomes, and fostering a hygienic urban environment.**

## **ELIGIBILITY CRITERIA AND INFORMATION REQUIRED TO BE FURNISHED BY THE BIDDERS**

The qualification information is required to be furnished in the enclosed forms. The Bidders should have the following minimum qualifying requirements.

Sl. No.	Eligibility Requirements:
1.	Tender Fee Rs 11,800 must be submitted by bidder in form of FDR in favour of Nagar Ayukt, Nagar Nigam Rudrapur.
2.	Bidders shall pay along with their bids, Bid Security/EMD Rs 3,00,000.00 must be submitted by bidder in form of FDR in favour of Nagar Ayukt, Nagar Nigam Rudrapur. The tender Fee and EMD must be submitted by the bidder out of his resources else his bid shall be disqualified.
3.	Income Tax Returns (ITRs) for Previous 3 (Three) Financial Years corresponding to all submitted Balance sheets.
4.	Turnover: The average annual financial turnover during the immediate last 3 (three) consecutive financial years. annual turnover is not less than 10 Cr. in total Turnover certificate duly certified by the Chartered Accountant with UDIN.
5.	The firm should have valid registration in GST, PAN/Income Tax and TAN No. they have to submit attested copies of the registration certificates.
6.	The firm should have valid registration in EPFO, ESIC and Labour Department and they have to submit attested copies of the registration certificates.
7.	Bidders may be required to prior experience in same project of 5 years.
8.	Bidders shall not be black listed by the Central Government, the State Government or any public undertaking, autonomous body, or authority by whatever name called under Central or the State Government. An affidavit of this effect shall be submitted by the bidder.
9.	Positive Net worth (Minimum 1 Cr) Certificate attested by CA should be submitted by the bidders.
10.	ISO 9001:2015 (Quality Management Systems) Registration Certificate should be submitted by the bidders.
11.	It will be mandatory for the bidders to obtain No Dues Certificate for the tender period from Nagar Nigam Rudrapur
12.	Proposed Technology/Methodology submitted by the bidder.

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*[Signature]*



## INSTRUCTIONS TO BIDDERS FOR PRE-QUALIFICATION

- 13.1. The firm's office establishment should be based in Rudrapur
- 13.2. The site of the work is within Nagar Nigam Rudrapur, Udham Singh Nagar.
- 13.3. **The bidder must visit the site before quoting the rates and make him acquainted with the location of site. The Institute shall entertain no extra claim later on.**
- 13.4. The rates are inclusive of Transportation/travelling, lodging/boarding and nothing extra will be paid.
- 13.5. The rates shall be inclusive of GST & other taxes and nothing extra will be paid, however rate and amount of GST charged should be shown separately in Financial Bid.
- 13.6. Rate will be revised as per government orders.
- 13.7. **JV/Consortium of maximum two members is allowed.**
- 13.8. The agency shall have to arrange his own tools & plants including skilled & non-skilled manpower, including brooms & other sanitation equipments. required for execution of work and nothing extra will be paid.
- 13.9. **The duration of work will remain for 3 years after the date of issue of work order. It can be further extended to 2 year with consent of both the parties.**
- 13.10. **The bidder will have to appoint a technical expert for Sanitation Work.**
- 13.11. Sanitation work will be done in the presence of Supervisor or his authorized representative.
- 13.12. All papers attached with this tender should be signed by tenderer & may be verified with original. Tender shall be submitted in prescribed format issued by the department.
- 13.13. All safety precautions shall be taken so as to avoid any accident or inconvenience to the members of the staff.
- 13.14. In case the site clearance and damages are not attended, a recovery as per actual cost shall be made.
- 13.15. Agency shall inform to the Institute in advance with schedule of work for taking over the site to start the work. Also agency will have to provide Nagar Nigam Rudrapur with monthly work.
- 13.16. The below standard work shall be redone and nothing extra will be paid.
- 13.17. The above work shall be executed by the trained manpower under the supervision of project head.
- 13.18. The Institute reserves the right to reject/accept any or all tender without assigning any reason.
- 13.19. Any damage to the existing installations during the execution of work will be the responsibility of the agency and will be made good to the satisfaction of the Institute and nothing extra will be paid. In case the site clearance and damages are not attended, a recovery shall be made as per Institute rules.
- 13.20. Any kind of accident caused due to negligence or during the course of normal work etc. shall be responsibility of the agency and nothing extra will be paid.
- 13.21. Any bidder having a criminal record is not allowed to participate in the bidding process. Any person who has criminal cases against him or is involved in the organised crime gangster activities or Mafia or Goonda or Anti-social activity is strictly prohibited from participating in the bidding process. If it is established that any bidder has a criminal record, his bid shall be automatically cancelled.
- 13.22. All safety precautions shall be taken so as to avoid any accident or inconvenience to the members of staff. The agency shall coordinate the work with the Institute's timing schedule
- 13.23. Any complaints should be attended and rectified within 24 hours of receiving complaint failing
- 13.24. which a penalty shall be imposed on the agency. The penalty amount will be adjusted in the running bills of the agency.
- 13.25. Tender not accompanied with Tender Fee and E.M.D. will not be considered.
- 13.26. In case, the agency fails to comply with terms & conditions the E.M.D. of the agency shall be forfeited.
- 13.27. Nagar Nigam Rudrapur may not necessarily inform all Bidders of the result of their applications. Nagar Nigam Rudrapur reserves the right to accept or reject any or all applications and to annul the pre-qualification process and thereby reject all Bidders without incurring any liability to the affected Bidders or any obligation to inform the Bidder of the ground for the action of NNR.



Cancellation after giving Notice of 1 month penalty clause rupees 25,000.00/Day

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