

Name of Work - Supply of 13 nos. 4 in 1 Trolley
Mounted Bio-Toilets

Request for Proposal
Guwahati Municipal Corporation
Panbazaar, Guwahati

Date of issue of Bid Document:	01-05-2017
Pre-bid Meeting:	03-05-2017 at 2.00 P.M
Last Date of Submission of Bid Document:	06-05-2017 at 2.00 P.M
Date of Opening of Bid Document:	06-05-2017 at 2.30 P.M

GUWAHATI MUNICIPAL CORPORATION

GUWAHATI MUNICIPAL CORPORATION REQUEST FOR PROPOSAL (RfP)

No: GCS/PMC/717/16/1123

Date:- 29 /04 /17

Sealed Tenders are invited for the following works as per details furnished below:-

Sl. No.	Name of Work	Bid Security	Cost of Bid Document	Date & Time of Submission of Bids
1.	Supply of 13 number trolley mounted bio-toilets to Guwahati Municipal Corporation including maintenance during Ambubachi Mela	Rs 4,00,000.00	Rs 5,000.00	06/05-2017 at 2.00 P.M.

The detailed Bid document can be downloaded from Website <http://www.gmcportal.in> from 01/05/2017. The last date of submission of the bid documents is 06/05/2017 at 2.00 P.M. at the Office of the Commissioner, GMC. Bid Document will be opened on 06/05/2017 at 2.30 P.M. at the office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati. The tender can be dropped in tender box kept in the office address as above. A pre bid meeting will be held in the office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-781001 on 06/05/17 at 2.00 P.M. Further, details and conditions can be obtained from the RfP.

s.d./-
Commissioner,
Guwahati Municipal Corporation
Guwahati

Memo No: - No: GCS/PMC/717/16/1123

Date:- 29 /04 /17

Copy to: -

1. The Commissioner and Secretary, Assam the Govt. of Assam, Guwahati Development Department, Dispur – 6 for favour of kind information.
2. The Commissioner and Secretary, Assam Tourism Department, for favour of kind information.
3. The Director, Assam Tourism Department, for favour of kind information.
4. The Mission Director, SBM (U) for favour of kind information.
5. The Municipal Secretary, GMC for the kind appraisal of Hon'ble Mayor and Members, Mayor-in-Council, GMC.
6. The Chief Accounts and Audit Officer, GMC, for information and necessary action.
7. The District Information Relation Officer, Kamrup (M), for publication of the above tender notice in one issue of The Assam Tribune, and "Aamar Asom".
8. In-charge, Tender Room, for information and necessary action.
9. Notice board.

s.d./-
Commissioner,
Guwahati Municipal Corporation
Guwahati

Disclaimer

The information contained in this Request for Proposal (RFP) document provided to interested Bidders on behalf of Guwahati Municipal Corporation (GMC), is being provided to all Bidders on the terms and conditions set out in this RFP document. This RFP document is not an agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide bidders with information to assist in the formulation of their proposal submission. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for GMC to consider the investment objectives, financial situation and particular needs of each bidder. Each bidder should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. GMC and their advisors make no representation or warranty and shall incur no liability financial or otherwise under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. GMC may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

GUWAHATI MUNICIPAL CORPORATION

Panbazaar, Guwahati - 781001

INTRODUCTION

- 1.1 Guwahati Municipal Corporation plans to procure thirteen numbers of trolley mounted bio-toilets to be used for the Ambubachi Mela.
- 1.2 This Request for Proposal Document is issued to reputed manufacturers/ firms interested in undertaking supply of trolley mounted bio-toilets to Guwahati Municipal Corporation.
- 1.3 Request for Proposal (RfP) is sought from registered firms (which include companies, partnership firms, proprietary concerns, etc.) or institutes who are interested in bidding for the Project either individually or as a consortium of such firms. The bidder would be required to supply the trolley mounted bio-toilets to Guwahati Municipal Corporation as per the specifications mentioned in the RFP below.
- 1.4 A two-stage bidding process is being adopted for the project:
 - 1.4.1 Stage – I** involves evaluation of technical conditions of the bidders based on their bids containing details of supply of trolley mounted bio-toilets.
 - 1.4.2 Stage – II** will consist of evaluation of Financial Proposal of only those parties qualified in Stage-1 as per the evaluation criteria laid down in the RFP Document to select the Preferred Bidder for supply of trolley mounted bio-toilets to GMC.
- 1.5 All data provided as a part of the RFP Document Package is for guidance and general information purposes. The same should be verified by the bidder for use as a part of preparing their proposals for the project.
- 1.6 As part of Technical evaluation, Bidding Firms/Institutes are required to submit their general and particular experience, technical capabilities, and financial standing of the Bidding Firm/Institute. Bidding Firm/Institute would be qualified based on their past experience in similar infrastructure projects and financial strength as per the criteria laid down. Only the bidding firms qualified under this procedure will be evaluated for choosing the preferred bidder.
- 1.7 The Stage I, II, proposal documents duly completed and sealed in respective envelopes and as per the procedure explained herein must be delivered to Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati - 781001 at the address mentioned in the RFP Document Package on **06/05/2017 up to 2:00 pm.**
- 1.8 Guwahati Municipal Corporation invites bid from reputed manufacturer/firm for trolley mounted bio-toilets to be used for Ambubachi Mela.

2 BACKGROUND

- 2.1 This Bid Document comprises bid for supply of trolley mounted bio- toilets to Guwahati Municipal Corporation
- 2.2 GMC intends to procure trolley mounted bio-toilets, through a phased approach, with proposed user and environment friendly designed toilets as per the specifications mentioned below.

3 IMPLEMENTATION STRATEGY

- 3.1 The reputed firms/manufacturers/institutions shall carry out the services as per the technical specifications, performance standards and guidelines given as part of the Contract agreement. The Supplying should be completed on or before **10-06-2017**, within which the reputed firms/manufacturers will supply all trolley mounted bio- toilets as per the requirements, technical specifications and standards as mentioned in the RFP to Guwahati Municipal Corporation.

4 FEATURES and SPECIFICATIONS

- 4.1 The Trolley mounted Units should be 4 in 1 with 3 nos Indian style squat WC and one western style WC. The toilet cabins should be of double layer ACP (Aluminum composite panel) with rust free anti skid floor on MS frame.
- 4.2 The trolley mounted bio-toilets should have a bio-digester of minimum 50 user capacity.

- 4.3 The trolley mounted bio-toilets must have provision for lighting and water supply from the overhead tank.
- 4.4 There must be provision of ramps for the differently abled users.
- 4.5 The plumbing and the electrical work must be concealed and must use the fittings of reputed brands only.
- 4.6 There must be a provision for the installation of a power generator in the future.
- 4.7 Space must be provided for a storage closet.
- 4.8 There must be one wash basin with adequate water supply.
- 4.9 The design must be aesthetically attractive and provision must be there for illuminating via external power source and generator externally and internally with LED lights, so that no inconvenience is caused during night.

5 DETAILED SCOPE OF WORK

- 5.1 Supply of trolley mounted bio-toilets as per the specifications provided by Guwahati Municipal Corporation in Clause no. 4 above.
- 5.2 Supply and installation to be completed on or before **10-06-2017** without fail.
- 5.3 The agency has to maintain (including installation, cleaning and feeding of the inoculum) the trolley mounted bio-toilets during the Ambubachi Mela.
- 5.4 The toilets should be able to withstand the Guwahati climate.
- 5.5 One trolley mounted toilet is defined as a set of 4 units toilet cabins of size minimum 1M x 1M and height of minimum 2.1M.
- 5.6 The trolley mounted toilets must contain spaces for the advertisement panel.
- 5.7 The trolley must be provided with a storage water tank of minimum 300 litres and a bio-digester tank with 50/day user capacity.
- 5.8 There must be arrangement of LED lighting at the trolley mounted bio-toilets.
- 5.9 The trolley mounted bio-toilets must be easily accessible for differently abled people and senior citizens.
- 5.10 Water for closets shall be operated by flushing only.
- 5.11 The bidder must provide warranty against any manufacturing defect for a period of one year from the date of delivery.
- 5.12 The bidder shall submit the detailed drawings with dimensions and material specification (plans, elevations, sections and a colored 3D view/photograph) of the trolley mounted bio-toilet as per the specifications mentioned by GMC.

6 BIDDER'S RESPONSIBILITY BEFORE PROPOSAL SUBMISSION

- 6.1 The Bidder shall be responsible for all of the costs associated with the preparation of the Proposal and their participation in the selection process. GMC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- 6.2 The Bidder shall ensure that the bid is complete in all respects and conforms to all requirements indicated in the RFP document.
- 6.3 The Bidder shall obtain for themselves, at their own responsibility, all the information and data that may be necessary for submission of bid, and entering into supply & contract of the trolley mounted bio-toilets, The trolley mounted bio-toilets's related information, which has been provided in this RFP document, is intended to guide the bidders in preparing their proposal only. GMC shall not stand guarantee for and shall not be held responsible for the veracity of the data related to cost, which have been made available in this document.
- 6.4 All the costs associated while preparation of bid, and undertaking any further studies and investigations shall be at the Bidder's own expense.
- 6.5 It would be deemed that by submitting the Bid, the Bidder has:
 - Made a complete and careful examination of the RFP document
 - Obtained all relevant information about the project.
 - Put his signature in all the pages of the RFP document while submitting the bid document.
- 6.6 GMC shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

7 COST OF DOCUMENT

- 7.1 The cost of Bid-Documents non-refundable fee of **Rs. 5,000/- (Rupees Five Thousand only)** via Demand Draft drawn of any Nationalized/ Scheduled Bank drawn in favour of "The Commissioner, Guwahati

Municipal Corporation ” payable at Guwahati shall be in the form of DD as mentioned above and enclosed with the bid Documents, failing which Bid will be cancelled.

8 CLARIFICATIONS OF RFP DOCUMENTS

- 8.1 The prospective Bidding Firm requiring any clarification of the RFP documents may notify the GMC in writing by post, e – mail, courier or by facsimile at the address given in the Letter of Invitation up to two (2) days in advance of the Pre-Bid meeting.
- 8.2 GMC reserves the right not to respond to non-relevant questions raised by Bidding Firm or to provide clarifications if GMC, in its sole discretion, considers that it would be inappropriate to do so. Nothing in this section shall be taken or read as compelling or requiring GMC to respond to any questions to provide any clarification. No extension of any deadline will be granted on the basis or grounds that GMC has not responded to any question or provided any clarification.

9 PRE-BID MEETING

- 9.1 A pre-bid meeting shall be held for any clarifications and replies to the queries of bidders.
- 9.2 A pre-bid meeting shall be held on 03/05/2017 at 2.00 P.M., at the Conference Hall of the Office of the Commissioner Guwahati Municipal Corporation, Panbazar, Guwahati – 781001. Bidders will be required to send their queries in writing or mail at least **one (1) day prior to the pre-bid meeting** to the Commissioner Guwahati Municipal Corporation, Panbazar, Guwahati – 781001
- 9.3 Minutes of the meeting, including the text of the questions raised and the responses given, would be uploaded in the GMC website. Any modifications of the RFP document package, which may become necessary as a result of the Pre-bid meeting, shall be through the issue of an addendum.
- 9.4 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder. However, all clarifications and modifications presented in the Addendum will be legally binding on all the Bidders irrespective of their attendance at the Pre-Bid Conference.

10 BID SECURITY

- 10.1 All proposals submitted in response to the Request for Proposal Document shall be accompanied by a Bid Security of **Rs. 4,00,000.00 (Rupees Four lakhs only)** for each proposal in the form of Demand Draft or in the form of FDR/NSC/irrevocable Bank Guarantee from Scheduled or Nationalized Bank in the prescribed format pledged in favour of “The Commissioner, Guwahati Municipal Corporation” payable at Guwahati.

11 VALIDITY OF PROPOSAL AND BID SECURITY

- 11.1 Proposal shall remain valid for a period of 180 days from the Proposal Submission Date. GMC reserves the right to reject any Bid, which does not meet this requirement.
- 11.2 The Bid Security shall be valid for Three Months beyond the initial validity of the proposal as specified above.
- 11.3 Any bid not accompanied with an acceptable Bid Security shall be rejected.
- 11.4 The Bid Security of the unsuccessful Bidders would be returned after the acceptance of the letter of award to the successful bidder as promptly as possible.
- 11.5 The Bid Security of the successful Bidder will be discharged when the successful Bidder has signed the agreement and submitted the trolley mounted bio-toilets at the specified date.
- 11.6 The Bid Security shall be forfeited under the following conditions:
 - If the Selected Bidder fails to deliver the trolley mounted bio-toilets on or before **10-06-2017**.

12 AMENDMENT TO RFP DOCUMENT

- 12.1 At any time prior to the deadline for submission of Proposal, GMC may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP Document by the issuance of Addenda.
- 12.2 Any Addendum thus issued will be uploaded in the official website www.gmcportal.in . GMC may, at its discretion, extend the Proposal Submission Due Date.

13 CLARIFICATION FROM BIDDERS

- 13.1 To assist in the evaluation of Proposal submitted by bidders, GMC may, at its discretion, ask any bidder for clarification of its Proposal. The request for clarification and the response shall be in writing.

14 LANGUAGES AND CURRENCY

14.1 The Proposal submission and all related correspondences should be written in the English language. Supporting documents and printed literature furnished by bidders with the Proposal may be in any other language provided that they are accompanied by Certified Translation of the document and/or pertinent passages into the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail. Currency should be in "INDIAN RUPEES".

15 PROPOSAL DOCUMENTATION

15.1 The Proposal should have no overwriting except as necessary to correct errors made by the Bidders themselves, in which case such corrections must be initialed by the person signing the Proposal.

15.2 The Proposal and its copies shall be typed or written in indelible ink and the authorized representative of the Bidder shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person (s) signing the Bid.

16 GUWAHATI MUNICIPAL CORPORATION (GMC) RIGHT TO ACCEPT AND REJECT PROPOSAL

16.1 Notwithstanding anything contained in the RFP document, GMC reserves the right to accept or reject all Proposal submissions, at any time without assigning any reason for cancellation.

17 PROPOSAL SUBMISSION DUE DATE

17.1 Proposal will be received up to **2.00 P.M on 06/05/2017** at the Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati 781001. Any Proposal, which is received after the prescribed deadline shall be returned, unopened.

18 SUBMISSION OF BIDS

18.1 The bidder shall prepare and submit their proposals in original as per the procedure detailed below:

18.2 The Bid Security of the required value and with approved format shall be sealed separately in an envelope mentioning: Envelope - A1

18.3 The proposal and details of supply of trolley mounted bio-toilets shall be sealed separately in the envelope mentioning: Envelope – A2

18.4 The Bid Document fee of the required value shall be sealed separately in an envelope mentioning: Envelope – A3

18.5 The Financial Proposal shall be sealed separately in the envelope mentioning: **Envelope – B** (format of Financial Proposal is given in Appendix 8)

18.6 All the above envelopes viz. 'A1', 'A2', 'A3', 'A2 Duplicate' and 'B' shall then be sealed in one outer envelope.

18.7 The inner and outer envelopes shall be addressed to "The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati 781001".

18.8 The outer and inner envelopes shall also clearly indicate the name and address of the Bidder.

18.9 If the outer envelope is not sealed with sealing wax and signed twice across the sealed portion and marked as specified above, GMC will assume no responsibility for the misplacement or premature opening of the Proposal.

18.10 Interested bidders are requested to submit their bids in a sealed envelope super-scribed as **'Supply of thirteen numbers of trolley mounted bio-toilets'**. The sealed envelope containing the proposal shall be put in any one of the tender boxes provided at the Tender Sales Counter, Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati - 781001.

18.11 A pre-bid meeting shall be held on 03/05/2017 at 2:00 pm at the Office of the Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati - 781001.

18.12 All prospective applicants are invited to attend the pre-bid meeting in order to be briefed on the project and the prequalification process. Bidders are requested to note the eligibility criteria and evaluation criteria from the Bid Document. All other details can be had from the Bid Documents.

18.13 The bidder shall ensure that the RFP is enclosed with the bid with all its pages signed by the bidder.

18.14 The contents of the envelope A2 must also be submitted in a duplicate copy, marking A2 (duplicate)

19 LATE BIDS

Guwahati Municipal Corporation will not, accept any Proposal received after the Proposal Submission Due Date and Time. Late submission will be rejected and returned unopened.

20 OPENING OF BIDS

20.1 The bids as received shall be opened on **06/05 /2017 2.30 P.M.** at the Conference Hall, Office of the Commissioner, Guwahati Municipal Corporation in the presence of bidders who choose to be present. On opening of the main envelope, it will be checked if it contains the following documents:

- Bid Security (Envelope A1)
- Technical Proposal (Envelope A2)
- Duplicate Proposal (Envelope A2 Duplicate)
- Bid Document fee (Envelope A3)
- Financial Proposal (Envelope B)

20.2 The Bid Security will be opened first and will be checked for its requisite value and format.

20.3 In case the Bid Security found to be acceptable, then the technical Proposals shall be opened and processed further.

20.4 If the documents do not contain Bid Security, or not of required value or in acceptable form, the offers submitted will be rejected.

20.5 If the documents do not contain the bid document fee, or not of required value or in acceptable form, the offers submitted will be rejected.

20.6 The Financial proposal shall not be opened on that day and shall be kept separately in the safe custody of GMC to be opened and evaluated later on as per the procedure detailed herein.

21 CONFIDENTIALITY

Guwahati Municipal Corporation will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence. Guwahati Municipal Corporation will not divulge any such information unless it is ordered to do so by any authority that has the power under law to require its disclosure.

22 TESTS OF RESPONSIVENESS

22.1 Prior to evaluation of Proposal submission, Department will determine whether each Proposal is responsive to the requirements of the RFP document. Any Proposal submission shall be considered responsive if:

- Is received by the Proposal Submission Due Date including any extension thereof.
- Is signed, sealed and marked as stipulated in RFP.
- Is accompanied by the Bid Security.
- Contains all the information as requested in the RFP document.
- Mentions the validity period as set out in herein.

22.2 GMC reserves the right to reject any Proposal submission which is not responsive and no request for alteration, modification, substitution or withdrawal shall be entertained in respect of such Proposal submissions.

23 EVALUATIONS AND COMPARISON OF PROPOSALS

GMC will evaluate and compare the proposal determined to be substantially responsive in accordance with Clause No 24 and as per the procedure detailed below. In the event of any discrepancy between ORIGINAL' and 'COPY' the contents of 'ORIGINAL' shall prevail.

24. Technical Evaluation

The evaluation committee appointed by the Commissioner, Guwahati Municipal Corporation will carry out its evaluation of qualified firms' technical proposal applying the evaluation criteria and point system specified in Appendix 6. Each responsive proposal will be attributed a technical score. Technical proposals scoring more than or equal to 75% of the total points will only be considered for financial evaluation.

25. Opening of financial bid and evaluation

25.2.1 The Financial Bids would be opened and read out aloud on the said date and venue in the presence of the representatives of the bidders who choose to be present.

25.2.2 Evaluation of Financial Proposal shall include the following:

The evaluation committee will determine if the financial proposals are complete and without computational errors.

24.2.2.1 The Rate per unit for Supply & Installation (A) of trolley mounted bio-toilets .

24.2.2.2 The bidder quoting the lowest **Amount** for the toilets shall be the successful bidder.

24.2.2.3 In the event of multiple bids quoting the same rate, GMC shall resort to inviting only those bidders for submission of a revised financial quote within such time as may specified by GMC.

26 SELECTIONS AND NOTIFICATION

The bidder quoting the lowest Total Amount would be selected as successful bidder and would be intimated through a "Letter of Award".

27 AWARD OF CONTRACT

27.1 Upon issuance of the "Letter of Award" the selected bidder shall have to sign the agreement within three (3) days of "Letter of Award".

27.2 The bidder shall have provide a performance guarantee in the form of bank guarantee from any nationalized or scheduled bank for a period of 45 days beyond the expiry of the warranty period for an amount 10% of the bid value before the signing of the contract agreement.

27.3 If the Agreement is not signed by the selected bidder within 3 days of issuance of the "Letter of Award", then GMC reserves the right to withdraw the offer, and proceed ahead in any manner it deems fit. In such an eventuality, the Bid Security of selected bidder would be forfeited.

28 EXTENSION OF VALIDITY OF BID

In exceptional circumstances, prior to expiry of the original Proposal Validity Period, GMC may request the pre-qualified Bidders in writing to extend the Proposal Validity Period for a specified additional period.

29 ELIGIBILITY CRITERIA

29.1 The bidding firm/institute shall have achieved a minimum average annual financial turnover of **Rs. 4.00 Crores in the last three financial years** during the preceding three (3) financial years. Financial statements shall be duly certified by the Chartered Accountant for all Bidders.

29.2 The bidders shall be registered firms (which include companies, partnerships, propriety concerns, etc.) or a reputed institute who are interested in bidding for the Project either individually or as a consortium of such firms. In case of Consortium, the lead firm (which shall be a single entity) shall be specified and fully empowered to represent the Consortium.

29.3 In case of Joint Venture bidders, financial information acceptable for evaluation shall be that of the identified partner in the JV, which shall be clearly indicated by the JV bidder. Experience information acceptable for evaluation shall be the combined or individual experience of the JV partners. However, a lead partner in the JV shall be specified. No Joint Venture arrangement shall be permitted after submission of bids.

29.4 The firms/joint ventures/lead partners of consortium shall have completed/under execution at least **10** nos of trolley mounted toilets in India

29.5. The bidder has to furnish experience certificate from their client side.

- 29.6 The interested party should have its original equipment manufacturers (OEM) in India. Relevant documents to be submitted.
- 29.7 The interested party should have sold their systems to any of the ULBs, State Government/ GoI, Govt Institutes, defense/army.
- 29.8 The interested party, preferably Limited or Private Limited should have an experience in the business of prefabricated toilets/trolley mounted toilets for at least 10 years.
- 29.9 **Litigation History and Legal Matters:** The Applicant shall provide accurate information on the “Historical Contract Non-Performance Form” in the prescribed format (as enclosed in Appendix 5) about contract non-performance and pending litigation with respect to contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any participant of a joint venture may result in failure of the Application.
- 29.10 The bidder must have a local representative/contact person in Guwahati City.

30 DISQUALIFICATION

- 30.1 Even though the Bidding Firm meets the pre-qualifying Criteria, they could be disqualified if they have:
- 30.1.1 Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements;
 - 30.1.2 Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
 - 30.1.3 Submitted the proposal, which is not accompanied by the required documentation or is non-responsive.
 - 30.1.4 Submitted the proposal, which is not accompanied by the Bid Security of requisite value and in acceptable format.
 - 30.1.5 Failed to provide clarifications related thereto.
 - 30.1.6 Where such firm or any member of such consortium has already submitted the proposal or is a member of a Consortium which has already submitted the proposal.
 - 30.1.7 If any member of the Consortium is replaced or withdraws, except without prior written permission of GMC.
 - 30.1.8 Been black listed/barred by GOI/Any State Govt./PSU/Government Body as on date of submission of the bids.
- 30.2 If any such information which would have entitled GMC to reject or disqualify the Bidding Firm becomes known after the Bidding Firm has been qualified, GMC reserves the right to cancel the qualification of the Bidding Firm at any later stage.

31 SIGNING AND SUBMISSION OF PROPOSAL

Proposal shall be prepared in two copies. The original and copy of the proposal shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Applicant to the contract. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature.

Any interlineations, erasures or overwriting shall only be valid if the person or persons signing the proposal initial them.

The Applicants shall seal the original proposal and the copy as per the procedure detailed herein.

Submission of proposal by fax, e-mail or other electronic means will not be accepted. It is the responsibility of Bidder alone to ensure that its proposal is delivered at the prescribed address by the stated deadline.

Appendix 1
Letter of Application

(Letterhead paper of the Bidder including full postal address, telephone, fax, e-mail addresses)

Date:.....

To,
The Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati – 781001

Sir,

1. Being duly authorized to represent and act on behalf of(hereinafter “the Bidder”), and having reviewed and fully understood all the qualification information provided, the undersigned hereby apply to be qualified by you as a prospective bidder for the project involving “Supply of thirteen numbers of trolley mounted bio-toilets to be used for Ambubachi Mela ”

2. Attached to this letter are copies of original documents defining:

- a) The applicant’s legal status
- b) The principal place of business; and
- c) The place of incorporation (for bidders who are corporations); or the place of registration and the nationality of the owners (For bidders who are partnerships or individually -owned firms)
- d) MOU (in case of Consortium/Joint Venture)
- e) All documents as specified in RfP

3. GMC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and client regarding any financial and technical aspects. This letter of any institution, to provide such information deemed necessary to verify statements and information provided in this application, or with regard to the resources, experience and competence of the Bidder.

4. This application is made in the full understanding that:

a) Bids of all bidders will be subject to verification, by GMC, of all information submitted for qualification at the time of bidding;

b) GMC reserves the right to:

- Amend the scope of work under this project; in such event, bids will only be called from qualified bidders who meet the revised requirements; and
- Reject or accept any application, cancel the qualification process, and reject all applications; and

c) GMC shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

5. Appended to this application, we give details of the participation of each party, including capital contributions and Profit and Loss arrangements, as per requirements of the proposal document.

6. We confirm that in the event we bid, the bid as well as any resulting contract will be:

- a) Signed so as to legally bind all partners jointly and severally; and
- b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners/Consortium members in the event contract is awarded to us.

7. We confirm that Request for Proposal submitted by us shall be valid for the period of 180 days from the last date of submission.

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (name of Bidder) OR
For and on behalf of (name of Consortium Member/ Partner)

Appendix 2

General & Financial Information

All individual firms and all members of a Consortium are requested to complete the information in this form and duly certify the financial information by the Chartered Accountant. The information supplied should be the annual turnover for the Bidder for the past five years, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian Rupees.

1. Firm Particulars

No.	Particulars
1	Name of the Firm/Institute/Company
2	Head office address:
3	Telephone: _____ Contact: _____
4	Fax: _____ E-mail: _____
5	Place for incorporation/registration: Year of incorporation/registration:

2. A Power of Attorney authorizing the signatory of the bid to commit the Bidder(s).

3. Annual Turnover (in Indian Rupees): For the last three years ending (31/03/2017)

4. Attach Brochure and details of the Firm/ Consortium (lead partner) pertaining to Ownership structure, business areas/activities, business growth revenue details, staff details and capability statement.

5. Details of Contacts for the firm:

Contact Person	Contact Address
Contact A	Address, Telephone, Facsimile, E-mail
Contact B	Address, Telephone, Facsimile, E-mail
Contact C	Address, Telephone, Facsimile, E-mail
Contact D	Address, Telephone, Facsimile, E-mail

Appendix 3
Structure & Operation

Applicants shall submit the following information:

1. Legal Status
2. Place of registration
3. Principal place for business
4. Total value of eligible project works performed in the last five years ending 31/03/2017

A separate sheet should be used for each member of the consortium and shall be detailed out as indicated in the format.

Year	Name and Type of Project(s)	Value (Turnover) in Indian Rupees
2014-2015		
2015-2016		
2016-2017		

5. Financial reports for the last three financial years: balance sheets, profit and loss statements, summary of net cash accruals, gearing level, auditor's reports, etc. List them and attach certified copies.
6. A certified copy of Applicant's Current Memorandum and Articles of Association or other relevant constitutional documents and (where relevant) those of its immediate and all superior holding companies.
7. Name, Address, Telephone and fax numbers of the firm's bankers who may provide reference if contacted by GMC

Appendix 4

General Experience Record

Bidders should provide information on undertaking construction of similar projects in last five years (Separate Sheets for each project to be attached giving following details). A summary is to be provided in following format.

Year	Name of Work	Name of Client With contact details	Contract No. and Date	Value of Contract in (In Rs.)	Date Started	Date Completed	Role of Applicant and Remarks

Appendix 5

Litigation History and Legal Matters

The Bidder shall provide accurate information on the “Historical Contract Non-Performance Form” about contract non-performance and pending litigation with respect to contracts completed or ongoing under its execution over the last five years. (Separate Sheets for each project to be attached, giving following details). A summary is to be provided in following format.

Year	Name of Work	Name of Client with Contact details	Contract No. and Date	Value of Contract in (IN Rs.)	Date Completed	Nature of Litigation	Final Award

Appendix 6

FORMAT FOR TECHNICAL PROPOSAL EVALUATION

Sl No	Particulars	Allotted Mark
1	Average annual financial turnover of Rs. 4 crores during the preceding three (3) financial years.	40
2	An experience in the field of manufacturing/supplying pre-fabricated toilets/trolley mounted toilets for at least 10 years	20
3	OEM in India.	20
4	Executed supply contract successfully in the field of manufacturing/supplying pre-fabricated toilets/trolley mounted toilets with any of the Government department/ ULBs.	10
5	Completed/under execution at least 10 nos of trolley mounted toilets in India.	10
TOTAL		100

Appendix 7

FORMAT FOR FINANCIAL PROPOSAL

<u>Sl. no.</u>	<u>Specification</u>	<u>Rate of one no of trolley mounted bio-toilets in Rupees (in figures) (Including all applicable taxes)</u>	<u>Rate of one no of trolley mounted bio-toilets in Rupees (in words) (Including all applicable taxes)</u>
1	Supply of trolley mounted bio-toilets to Guwahati Municipal Corporation. (Including Maintenance during Ambubachi Mela)		

Authorized Signatory
(With Stamp of the bidder)

BID SECURITY (BANK GUARANTEE)
(To be furnished by the Bidder along with the Bid)

WHEREAS, _____ [name of Bidder] (hereinafter called "the Bidder") has submitted his Bid dated _____ [date] for Supply of trolley mounted bio-toilets to GMC _____ [name of Contract] (hereinafter called "the Bid"). KNOW ALL PEOPLE by these presents that We _____ [name of bank] of _____ [name of country] having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ [name of Employer] (hereinafter called "the Employer") in the sum of _____¹ for which payment well and truly to be made to the said Employer the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20__.

THE CONDITIONS of this obligation are:

(1) If after Bid opening the Bidder withdraws his bid during the period of Bid validity specified in the Form of Bid;

or

(2) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of Bid validity:

(a) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or

(b) Fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or

(c) Does not accept the correction of the Bid Price;

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date _____, days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

 [signature, name, and address]

1 The Bidder should insert the amount of the guarantee in words and figures denominated in Indian Rupees..

2 Three months after the end of the validity period of the Bid.