

**REQUEST FOR PROPOSAL**

**FOR**

**SUPPLY & INSTALLATION OF STAND MOUNTED TWIN LITTER BIN FOR  
SOLID WASTE IN PUBLIC PLACES**



OFFICE OF THE COMMISSIONER,  
GUWAHATI MUNICIPAL CORPORATION  
PANBAZAR, GUWAHATI-01

No: GGR/40/2018/1732

Date: 20/11/2018

**NOTICE INVITING TENDER**

The Commissioner, Guwahati Municipal Corporation invites tenders for supply & installation of stand mounted Twin litter bin (Blue & Green Colour) for solid waste in public places at various locations within Guwahati Municipal Corporation area from reputed and experienced manufacturer having similar experience.

The Bid is to be submitted in closed covers and addressed to the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati, Assam on or before 14:00 hrs on 30/11/2018.

Tender document can downloaded from the website of the Guwahati Municipal Corporation [www.gmc.assam.gov.in](http://www.gmc.assam.gov.in) from 21/11/2018 onwards. The tender fee for an amount of Rs. 1000 (Rupees Five Thousand) only shall have to be deposited by way of Demand Draft / Banker's Cheque drawn on any Nationalised/ Scheduled Bank in favour of Commissioner, Guwahati Municipal Corporation payable at Guwahati along with the Bid.

Other details can be seen in the tender document.

**Sd/-  
Commissioner  
Guwahati Municipal Corporation  
Guwahati**

Memo No.: GGR/40/2018/1732/

-A-

Date: 20/11/2018

Copy forwarded to:

- 1) Chief Accounts and Audit Officer, GMC for information.
- 2) In-charge, Tender Room, GMC, Panbazar for information and necessary action.

**Sd/-  
Commissioner,  
Guwahati Municipal Corporation,  
Guwahati**

**SCHEDULE OF EVENTS**

<b>SL. NO.</b>	<b>EVENT</b>	<b>DATE</b>	<b>VENUE</b>
1	DATE FOR DOWNLOADING TENDER DOCUMENTS	21/11/2018	OFFICE OF COMMISSIONER, GUWAHATI MUNICIPAL CORPORATION, PANBAZAR, GUWAHATI-01
2	LAST DATE FOR SUBMISSION OF BID (PROPOSAL DUE DATE)	30/11/2018 upto 1400 Hrs	
3	OPENING OF TECHNICAL BID	30/11/2018 at 1430 Hrs	
4	OPENING OF FINANCIAL BID	03/12/2018 at 1430 Hrs	

- 1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and GMC may change any or the entire schedule under intimation to all bidders.

## **TENDER FOR SUPPLY & INSTALLATION OF STAND MOUNTED LITTER BIN FOR SOLID WASTE IN PUBLIC PLACES / PARKS**

**1 Background** The Commissioner, Guwahati Municipal Corporation (GMC) is determined to improve the process of Municipal Solid Waste (MSW) management in the City and in pursuit of the same has invited bids for supply & installation of stand mounted litter bin for solid waste in public places / parks. Accordingly The Commissioner, Guwahati Municipal Corporation invites Responsive Bids for the supply & installation of stand mounted litter bin for solid waste in public places / parks covering the following aspects:

- a. Supply of 2 numbers of 80 litres Litter Bins mounted on a stainless steel stand as per design and specification mentioned herein.
- b. The litter bins shall be mounted on a stainless steel stand with the base of the stand fixed on a concrete surface.
- c. The litter bins shall be mounted such that the waste so collected shall be easily unloaded.

### **1.1. Request for Proposal**

1.1.1. The Authority invites proposals from interested manufacturing firms / Companies for supply & installation of 2 numbers of 80 litres Litter Bins mounted on a stainless steel stand within the Corporation area as per the specifications mentioned herein for collection of segregated wastes, viz., organic waste and inorganic waste in public places.

1.2.2 The Authority intends to select the Manufacturing firms / Companies for supply of 80 litres household bins through an open competitive bidding process in accordance with the procedure set out herein.

### **1.1 Sale of Document**

The RFP document can only be downloaded from the Official Website of the Authority [www.gmc.assam.gov.in](http://www.gmc.assam.gov.in). A demand draft or banker's cheque for an amount of Rs. 1,000 (Rupees One thousand only) drawn on any Nationlised/ Scheduled Bank in India in favour of Commissioner, Guwahati Municipal Corporation and payable at Guwahati needs to be submitted along with the proposal towards the cost of document fee.

### **1.2 Validity of Proposal**

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date. GMC reserves the right to reject any bid which does not meet the requirement.

### **1.3 Brief description of the Selection Process**

The Authority has adopted a Single Stage – Two Rounds selection process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in the RfP. Based on this technical evaluation, a list of short-listed Bidders shall be prepared and the financial bid of only qualified bidders shall be evaluated.

## **1.2. Communications**

- 1.2.1. All communications including the submission of Proposal should be addressed to:  
The Commissioner,  
Guwahati Municipal Corporation, Guwahati  
Phone: 0361-2540525, Fax: 0361-2631800  
Email: guwahaticom@gmail.com
- 1.2.2. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

RFP Notice No. GGR/40/2018/1732 FOR SUPPLY & INSTALLATION OF 2 NUMBERS OF 80 LITRES LITTER BINS MOUNTED ON STAINLESS STEEL STAND.

### **1. Clarifications**

Any Bidder requiring any clarification may notify the GMC in writing. Bidders should send in their written queries latest by the Last Date for Receiving Queries as given in the Schedule of Bidding Process. GMC will respond to any request for clarification as per the calendar of the event prior to the deadline for submission of Bids.

2. To facilitate evaluation of Proposal, GMC may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal. Notwithstanding anything contained in the Tender Document, GMC reserves the right not to take into consideration any such clarifications sought by it for evaluation of the Proposal and also reserves the right not to respond to any correspondence received from the Bidder after the Proposal Due Date.

### **3. Amendment of RFP**

GMC may modify the Tender Document by issuing an addendum/ corrigendum before Proposal Due Date. Any addendum/ corrigendum thus issued shall be part of this Tender and shall only be hosted on the official website of the GMC.

To give Bidders reasonable time in which to take addendum/ corrigendum into account in preparing their bids, GMC may, at its sole discretion, extend the Proposal Due Date and such extended date shall be notified by hosting on the official website..

### **4. Extension of Proposal Validity period**

In exceptional circumstances, prior to expiry of the original Proposal Validity Period, GMC/ may request the Bidders to extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing. GMC reserves the right to reject the Proposal submitted by any Bidder who fails to extend the period of validity of its Proposal in line with the provisions of this clause.

### **5. Bidders' Responsibilities**

Each Bidder is expected to examine carefully the contents of all the documents provided and consisting of this Tender Document. Failure to comply with the requirements of this Tender document will be at the Bidders' own risk.

It would be deemed that prior to the submission of the Proposal, the Bidder has:

- (i) Made a complete and careful examination of requirements and other information set forth in this Tender document;
- (ii) Received all such relevant information as it has requested from GMC; and
- (iii) Made a complete and careful examination of the various aspects of the Project.

GMC shall not be liable for any inadvertent mistake or error or neglect by the Bidder in respect of the above.

Each Bidder shall submit only 1 (one) bid in response to this RFP. Submission of more than 1 (one) bid by any Bidder shall be sufficient ground for disqualification of the Bidder.

No interpretation, revision, or other communication from GMC regarding this solicitation is valid unless in writing and signed by the competent authority from GMC.

GMC reserves the right to reject any Bid which is not sealed and marked as instructed above and GMC will assume no responsibility for the misplacement or premature opening of the Bid which is not sealed and marked as instructed above.

GMC reserves the right not to follow up this RFP and terminate the entire selection process without any obligation or liability to any of the Bidders, of any kind whatsoever.

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Bidding Process. GMC will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

**6. Late Proposals**

Any Proposal received after the time and date of the Proposal Due Date shall not be accepted and summarily rejected.

**7. Modifications / Substitution / Withdrawal of Proposals**

A Bidder submitting its Bid prior to the Proposal Due Date may modify, substitute, or withdraw its Bid after submission, provided that written notice of the modification, substitution, or withdrawal is received by GMC before the Proposal Due Date. It is hereby clarified that no Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.

**8. Non-Discriminatory and Transparent Bidding Proceedings**

GMC shall ensure that the rules for the bidding proceedings for the Project are applied in a non-discriminatory, transparent and objective manner. GMC shall not provide to any Bidder information with regard to the Project or the bidding proceedings, which may have the effect of restricting competition

**9. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person not officially

concerned with the process. GMC 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. GMC 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 which is required for the purposes of evaluation of the Proposals submitted by the Bidders.

**10. Notification**

The Selected Bidder would be declared and notified in writing by GMC. Letter of Intent (LOI) to the Selected Bidder shall be issued subsequently.

**11. GMC's Right to accept or reject Proposal**

GMC reserves the right to accept or reject any or all of the bids without assigning any reason and to take any measure as it may deem fit, including annulment of the Bidding Process, at any time prior to Issue of LOI, without liability or any obligation for such acceptance, rejection or annulment.

GMC reserves the right to invite fresh bids by issuing a fresh notice at any stage without liability or any obligation for such invitation and without assigning any reason.

GMC reserves the right to reject any Bid if:

- (a) At any time, a material misrepresentation is made or uncovered for a Bidder or any of its members; or
- (b) The Bidder does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the bid; or
- (c) The Bid is not accompanied by documents and annexure required to be submitted in accordance with this Tender document; or
- (d) Failure to comply with the requirements of the Tender document; or
- (e) Any Bid that is received after the Proposal Due Date; or
- (f) Any bid that is not accompanied by the Tender Fee and/or Earnest Money

The above would lead to disqualification of the Bidder. If the Bidder is a consortium, then the entire consortium would be disqualified/ rejected. If such disqualification/ rejection occurs after the Financial Proposals have been opened and the Selected Bidder gets disqualified/rejected, GMC reserves the right to take any such measure as may be deemed fit in the sole discretion of GMC, including annulment of the bidding process, inviting other Bidder(s) for negotiation, inviting all qualified Bidders for negotiations. Notwithstanding the above, GMC may debar / blacklist any of the Bidder(s) for their misleading or false representations in the forms, statements etc. for the period to be decided by GMC.

In case, the Selected Bidder fails to execute the Agreement within Forty Five (45) days of issue of LOI, GMC reserves the right to invite the second eligible Bidder (L2) for discussions/negotiations or may also decide to annul the Bidding Process or may invite fresh bids for the work. In case the Selected Bidder fails to execute the Agreement within specified timelines or fails to submit the Bank Guarantee in terms of the Tender document, the entire Bid Security submitted by the Selected Bidder shall be forfeited by the GMC. However, GMC on receiving request from the Selected Bidder may at its absolute discretion, permit extension of the aforesaid period of 45 (forty five) days for execution of the respective agreement(s).

The Bid Security of unsuccessful Bidders will be returned as promptly as possible after the declaration of the selected bidder.

Notwithstanding anything contained in the Tender document, if there is only one Bidder complying with the conditions of the Technical Bid evaluation and is declared "Qualified" after completion of such evaluation, GMC may at its own discretion relax the norms of evaluation and pre-qualify the next best bidders.

#### **ELIGIBILITY CRITERIA**

- (a) Average Turnover of INR 50 lakh in the past 3 years of the bidder or one of the consortium/JV members. Copy of audited balance sheet or certificate from Auditor towards such financial performance to be attached.
- (b) Project Experience in MSW management, minimum 2 years. Proof of such experience to be attached
- (c) Preference will be given to presence in Assam. Proof to be attached
- (d) Supplied MSW equipment during last 5 years. Proof to be attached.
- (e) A Bidder shall be a private, or public legal entity, or a combination of them in the form of association(s) including Joint Venture (JV). In the case of a JV/consortium, (i) all parties shall be jointly and severally liable, (ii) the number of partners shall be limited to 03 (three) and (iii) the proposed lead partner shall be clearly specified. Proof in the form of a power of Attorney in favour of the lead member to be furnished.
- (f) The bidder (members of JV//consortium) should not have been blacklisted by Guwahati Municipal Corporation or any other ULBs in India. An Undertaking to this effect may be submitted at the time of submission of bid
- (g) The eligibility criteria listed in herein shall apply to the Bidder, including the parties constituting the Bidder, i.e., its proposed partners, subcontractors or suppliers for any part of the Contract including related services. In addition, the lead partner shall have to fulfil the criteria listed in the Tender Document.
- (h) For the Financial eligibility criteria, financial credentials of the Lead member to be used.
- (i) All Bids must be submitted, duly signed by the Bidder (or the Lead Member authorized by each consortium member to sign the Bid on behalf of the consortium).

GMC on its discretion may also hold further discussions with the Bidders to finalise the technical/ commercial/ legal parameters and other related issues for the work, before submission of the bid, which would be common for all the Bidders.



Prior to the pre-bid meeting, the Bidders may submit a list of queries and propose deviations, if any, to the Project requirements and/or the agreement(s). Bidders must formulate their queries/proposed deviations and forward the same to GMC before Last Date for Receiving Queries as specified in the Schedule of Bidding Process. GMC may amend the RFP based on inputs, provided by Bidders that may be considered acceptable in its sole discretion.

Bidders may note that GMC will not entertain any deviations to this Tender document at the time of submission of the Bid or thereafter. The Bid to be submitted by the Bidders shall be unconditional and the Bidders would be deemed to have accepted the terms and conditions of the tender with all its contents and Addendums issued thereafter. Any conditional Bid shall be regarded as non-responsive and would be liable for rejection.

All correspondence/ enquiry should be submitted to the following in writing by mail only:

**Commissioner, Guwahati Municipal Corporation**  
**Panbazar, Guwahati-01**  
**Facsimile number: 03612540525**  
**E-mail: guwahaticom@gmail.com**

#### **Proposal due Date and Time**

Proposal should be submitted before 1400 hours, on the Proposal Due Date, as stated in the Schedule of Bidding Process at the address mentioned herein above, in the manner and form as detailed in the Tender document. Bids submitted by fax transmission /e-mail shall not be accepted.

GMC may, in exceptional circumstances and at its sole discretion, extend the Proposal Due Date by issuing an Addendum uniformly for all Bidders.

#### **Bidding System (Single Stage – Two Round Bid System)**

For selecting the Preferred Bidder to undertake the above work, GMC has adopted a Single Stage- Two Round System. The first Round comprises of the Technical Bid and second Round is the Financial Bid. The Bidders would be required to furnish the information specified in the Tender document. Only those Bidders who will qualify the Technical Bid Round will be considered for the Second Round i.e. the Financial Bid of only those bidders will be opened as have qualified in the Technical Bid Round.

All Bidders are required to submit duly filled tender documents (Technical and Financial Bid) in accordance with the guidelines set forth in this Document. In order to enable the Bidders to prepare Bid in a consistent manner and to minimize misunderstandings regarding how Bidders' Proposals will be interpreted by GMC, the format in which Bidders will specify the fundamental aspects of their Proposals has been broadly outlined in the document. The evaluation of Technical Bid (Envelope 1) shall be carried out in accordance with the terms and conditions provided in the Tender document.

The Evaluation of the Financial Bid (Envelope 2) would be carried out on the basis of the evaluation of the Technical Bid (Envelope 1) as per the criteria mentioned in the Tender document. There will a minimum qualifying score for the Technical Bid as per criteria specified in the Tender document. Based on score of Technical Bid, the Financial Bid (Envelope 2) of only those Bidders would be opened who “Qualify” the Technical criteria.

**Preparation & Submission of Bids**

The Bidder would provide all the information as per the Tender document. GMC reserves the right to evaluate only those bids that are received in the required format complete in all respects and in line with the instructions contained herein.

The language of the bid and related documents and correspondence shall be English.

The currency for the purpose of the Bid shall be Indian Rupees.

The Proposal should be submitted in 2 (Two) separate envelopes and put together in 1 (one) single outer envelope in the following manner:

Each envelope should be addressed to:

**Commissioner, Guwahati Municipal Corporation  
Panbazar, Guwahati-01**

**Envelope 1: Technical Bid containing the following:**

- a. Tender Fee Demand Draft
- b. Earnest Money Deposit – FDR/TDR or Bank Guarantee
- c. Technical Bid Submission Form
- d. Bidder Information Form
- e. Proof of Experience
- f. Proof of supply of equipment in the past
- g. Proof of presence in North-East, if applicable
- h. Audited balance sheet for past 3 years/Certificate from Auditor
- i. Anti-collusion undertaking
- j. Tender documents and its Annexure and addenda/corrigenda, each page duly stamped and signed by the authorized signatory.
- k. Certificate of incorporation
- l. Copy of PAN Card
- m. Undertaking – Not blacklisted by State Govt/ Central Govt/ ULBs.

**Envelope 2: Financial Bid**

Envelope 2 should contain only the duly filled in Financial Bid of the Bidders. The financial bid should not be conditional.

The pages and volumes of each part of the Bid shall be clearly numbered and stamped and the contents duly indexed. The Bid should not include any loose papers other than Tender Fee and Bid Security.

The typed or printed Proposal shall be signed and each page of the Proposal shall be initialled by a person or persons duly authorized to sign on behalf of the Bidder.

The bid shall contain no alterations or additions, except those to comply with instructions issued by GMC or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

### **Sealing and Marking of Proposal**

The Bidder shall seal each of the envelopes duly marking each envelope as “TECHNICAL BID” and “FINANCIAL BID” as the case may be.

The Bidder shall put the 2 (two) separate envelopes containing the Technical Bid and Financial Bid respectively in a single outer envelope and seal the outer envelope.

The outer envelopes shall clearly bear the following identification.

**“RFP FOR SUPPLY & INSTALLATION OF 2 NUMBERS OF 80 LITRES LITTER BINS MOUNTED ON STAINLESS STEEL STAND.”**

Each of the envelopes shall indicate the complete name, address, telephone number and fax number/E-mail of the Bidder.

Bid submitted by a Bidder, where such Bidder is a consortium should comply with the following additional requirements:

- a. Maximum number of members in a consortium would be limited to 3 (three);
- b. Wherever required, the bid should contain the information required for each member of the Consortium;
- c. One of the Consortium members should have purchased the Tender document from the GMC;
- d. Members of the consortium shall nominate one member as the Lead Member in line with terms of the Tender document. The Proposal shall be signed by the duly authorized signatory of the Lead Member and shall be legally binding on all the members of the consortium.

### **Earnest Money Deposit (EMD)**

The bid should be accompanied by Earnest Money Deposit of INR 50,000.00 (Fifty Thousand only). The EMD shall be kept valid throughout the period of 45 (forty five) days beyond the Proposal Validity Period including any extensions thereto and would be required to be extended further if so required by GMC. Any extension of the validity of the EMD as requested by GMC shall be provided to GMC, a minimum of 7 (seven calendar) days prior to the expiry of the validity of the EMD, being extended. When an extension of the Bid Validity Period is requested, Bidders shall not be permitted to change the terms and conditions of their Bids. GMC reserves the right to reject the bid submitted by any Bidder who fails to extend the validity of the EMD in line with the provisions of this clause.

The EMD shall be in the form of a FDR/TDR/Bank Guarantee issued by a Nationalized or Scheduled Bank in favour of the Commissioner, Guwahati Municipal Corporation, payable at Guwahati.

GMC shall not be liable to pay any interest on the EMD so made and the same shall be interest free. It shall be the responsibility of the Bidder to extend the validity of the

EMD instruments as and when required. Non-renewal of the same shall result into cancellation of bid of the bidder.

The EMD of unsuccessful Bidders will be returned by GMC, without any interest, as promptly as possible upon acceptance of LoI by the Selected Bidder or when the Bidding Process is annulled by the GMC.

GMC shall reject the bid which does not include the EMD as a part of Technical Bid. GMC shall reject the bid, if the bid submitted by the Bidder is declared non-responsive/ non-qualified/conditional by GMC; or if the bid is not as per the Format(s) provided in the Tender document.

The entire Bid Security/EMD shall be forfeited in the following cases:

- a. If the Bidder withdraws its bid;
- b. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the validity period of the bid;
- c. If the Selected Bidder fails to submit the Bank Guarantee(s) in favour of GMC or fails to sign the Agreement within the stipulated time.
- d. If the Selected Bidder fails to meet any other pre-requisite for signing of Agreement as per the terms of this RFP

### **Bid Opening Date**

GMC would open the Envelope 1 (Technical Bid) at the time and date indicated in the Schedule of important events or its subsequent extension through Addendum in the presence of Bidders' representatives, who choose to attend. Bidders' representatives attending the Proposal Opening Process shall mark their presence with the GMC.

GMC would subsequently examine responsiveness of the Technical Bid.

Proposals for which an acceptable notice of withdrawal has been submitted shall not be opened.

The outcome of the evaluation of Technical Bid Stage and the name of Qualified Bidders of this Stage shall be posted on the GMC's website.

### **Test of Responsiveness**

In Stage I of evaluation of bids, the Tender Fee & Bid Security/EMD, as stated in the tender document, submitted by the Bidders shall be checked for compliance with the requirements. GMC will determine whether the bid submitted by each Bidder is substantially responsive to the requirements of the tender document. A bid shall be considered responsive if it satisfies the criteria stated below:

- a) The Proposal is submitted with the Tender Fee & Bid Security as stipulated in the tender.
- b) The bid is received by the Proposal Due Date including any extension thereof.
- c) The bid is signed, sealed and marked.
- d) The bid contains all the information in formats specified in this tender.
- e) The bid contains all the contents of Proposal indicated in the tender
- f) The Proposal contains all the formats specified in the tender and as per details in the Data Sheet
- g) The bid adheres to and mentions the Proposal Validity Period as set out in the tender
- h) The Proposal should not contain any qualification or condition.
- i) Each page of tender document is submitted sealed and signed by the bidder.

A bid that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation.

GMC reserves the right to reject any bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by GMC in respect of such bids.

### **Evaluation of Bids**

GMC shall use the factors, methods, criteria, and requirements defined in the tender document for evaluation of the bids. The use of other methods, criteria, or requirements shall not be permitted. GMC reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Bidder to execute the work.

The Response to The Technical Bid will be evaluated as per the criteria and process specified in the tender. If the tender is found to be satisfactory, the same shall be subject to evaluation of Financial Bid. GMC reserve the right to reject the bid which does not meet the parameters stipulated in this tender.

After evaluation of Technical Bid, only the technically qualified Bidders will be eligible for evaluation of their Financial Bid i.e. Envelope 2.

The result of evaluation of Technical Bid will be communicated to Qualified Bidders. The bidder quoting the lowest rate for the work will be declared the successful bidder and will be issued the LoI.

### **Evaluation of Technical Bid (Round 1)**

In Stage I of Technical bid evaluation, only those bids that are found to be responsive to the requirements of the RFP as specified above would be considered for evaluation and for selecting the Selected Bidder to undertake the Project.

The capability of the Bidders would be assessed based on the evaluation process and minimum threshold requirements.

On all the specified parameters, the Bidder would be required to meet the evaluation criteria. Any Bidder meeting all the criteria, subject to provisions of this document, will be qualified for evaluation of Financial Bid if the bidder scores a minimum of 70 marks in technical Bid Evaluation Stage.

Financial Bid of only those bidders whose Technical bid meets the minimum requirements as set out in the tender would be opened and evaluated.

### **Scoring Pattern for Technical Bid Stage**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Maximum Marks</b>
1	Responsiveness to the Tender Document	25
2	Financial Strength	25
3	Supply of MSW equipment in past 5 Years	30
4	Presence in Assam in terms of operation	20
<b>TOTAL</b>		<b>100</b>

### **Evaluation of Financial Bid (Round 2) and Award of the Project**

GMC will open Envelope 'FINANCIAL BID' (in the presence of the Bidders' representatives who choose to attend), for the Bidders who pass the evaluation of Technical Bid. GMC will endeavour to open the Financial Proposals on the date mentioned against the Date for Opening of Financial Bids in the Schedule of Bidding Process. Any deviation from the proposed schedule will be communicated to the Bidders.

The rate quoted by the bidders is arranged in chronological order from lowest to the highest. The bidder quoting the lowest will be declared the successful bidder.

### **Issue of Letter of Intent (LOI) & its Acceptance**

The GMC shall within 7 days of completing the entire evaluation process declare the Selected Bidder by issuing the Letter of Intent to the Selected Bidder and within 7 days from the date of issue of the LOI the Selected Bidder shall submit his acceptance of the same. The Selected Bidder shall also be required to execute the Agreement within 15 (Forty Five) days from date of acceptance of LOI.

The GMC shall hand over the peaceful, safe and levelled site to the Selected Bidder within 07 days of the signing the Agreement. The successful bidder is expected to immediately take up the work and complete it within the construction period of 30 days from the date of handing over of the site.

### **Scope of Work:**

- 1) The bidder shall supply and install the 80 litres litter bins mounted onto a steel mounted frame as per the specifications and quantity mentioned in Annexure-6.
- 2) The bidder shall carry out all the necessary civil works required for the installation of the Litter Bins frame.
- 3) The bidder shall certify the structural safety of the installation and barring force majeure, accidents, vandalism the bidder shall make good any structural faults in the installation, if any.
- 4) Erection of litter bins onto a mounted frame in GMC area and necessary site clearing, restoration and preparation of working surface should be done by the bidder.
- 5) The 80 litre Twin Litter Bins should be mounted on a structure such that the bins can be tilted for unloading purpose with a provision of locking.
- 6) Supply and installation to be completed within one (1) Month as directed by GMC.
- 7) The bidder shall install bins in a safe and responsible manner without any inconvenience or danger to the public.
- 8) The structure should be made out of a 50 mm diameter cylindrical Stainless Steel and the litter bins should be raised to a height of 1.20 mt from the ground level.
- 9) The bidder shall propose their design along with dimensions as per specification given and shall submit the pictorial representation along with the bid. The bidders shall be required to submit their physical model at the later stage before the opening of the financial bid provided the bidder clears the Technical round.

## **7 BIDDER'S RESPONSIBILITY BEFORE PROPOSAL SUBMISSION**

7.1 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.

7.2 The Bidder shall ensure that the bid is complete in all respects and conforms to all requirements indicated in the RFP document.

7.3 The Bidder shall obtain for themselves, at their own responsibility, all the information and data that may be necessary for submission of bid. The details 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 and revenue, which have been made available in this document.

7.4 All the costs associated while preparation of bid, and undertaking any further studies and investigations shall be at the Bidder's own expense.

7.5 Familiarity with Clearances: The Bidder should be familiar with the clearances required from various authorities to commence work. A Bidder shall be deemed to have carried out preliminary checks with relevant authorities.

7.6 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.

7.7 GMC shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

**ANNEXURE 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

Sub: Supply & installation of stand mounted litter bin for solid waste in public places / parks

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 & installation of stand mounted litter bin for solid waste in public places / parks in GMC area ”

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)



**ANNEXURE 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
2	Head office address:
3	Telephone: <span style="float: right;">Contact:</span>
4	Fax: <span style="float: right;">E-mail:</span>
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 five years.

4. Liquid Assets (in Indian Rupees): For the last three years.

5. Attach Brochure and details of each Firm(s)/ Consortium pertaining to Ownership structure, business areas/activities, business growth revenue details, staff details and capability statement.

6. 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

**ANNEXURE 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

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
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		

5. Financial reports for the last five 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

**ANNEXURE 4****General Experience Record**

Bidders should provide information on undertaking 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.

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

**ANNEXURE 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.

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

**ANNEXURE 6****SPECIFICATION OF 80 LITRE LITTER BINS**

The Bin should be one piece moulded, heavy duty waste bin of approximately 80 litres capacity made out of FDA approved virgin grades of polyethylene material manufactured from blow moulding / roto moulding process absolutely smooth and sanitary, chemical resistant, blended with stabilizers, anti-corrosive, anti-acidic, non-toxic and free from joints, welds or rims provided with moulded projections and with moulded lids to prevent spreading of smell, Flies, mosquitoes etc., Green bins meant for storage of segregated bio-degradable waste at source and White bins meant for storage of segregated Non-biodegradable/ Recyclable waste at source. The bins should satisfy the critical requirement of MSW Rules, 2016 as per the drawings enclosed.

**Dimensions of the Bin:**

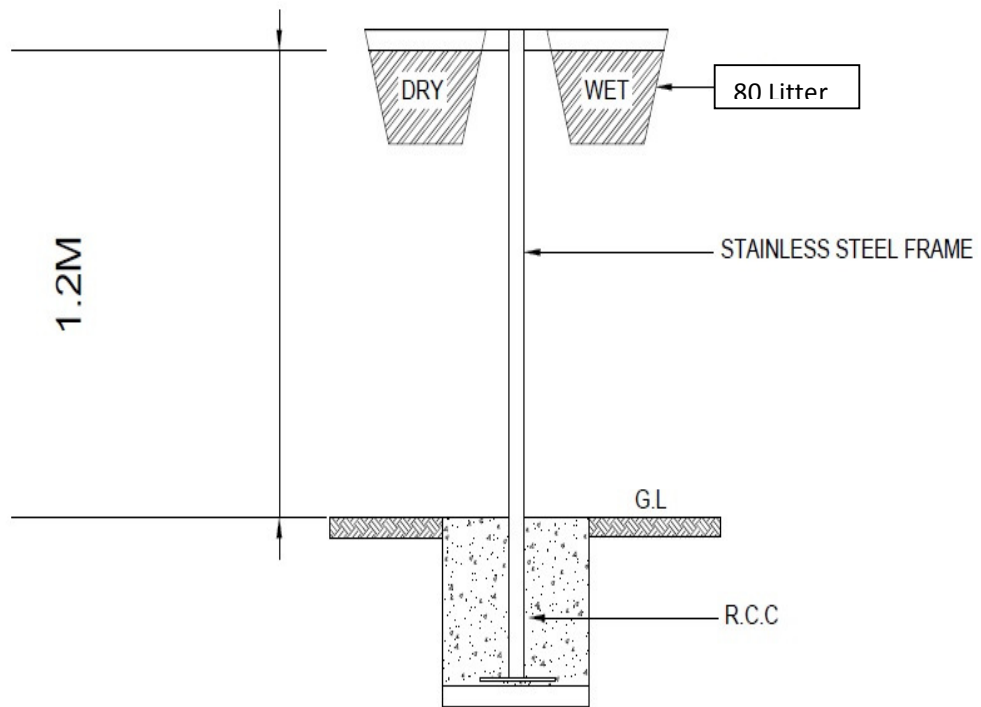
Top diameter	400 X 400 mm
Bottom diameter	300 X 300 mm (Tolerance +/- 5%)
Height	900 mm
Volumetric capacity	80 Litres
Stand	Fully stainless steel of appropriate eight and height as per design
Design of Bin	Specially moulded projection for extra strength. High impact strength, rough and tough. Twist type lockable lid. Designed without sharp corners or welds. Light weight and easy to handle. Hygienic and easy to clean.
Lid	Fully open able
Colour	Green/Blue
Durability	Reusable, washable, absolutely smooth and sanitary to satisfy the critical needs of MSW Rules, 2016. 100% rust free and maintenance free.
Painting & Lettering	As per directions of the departmental officers.
Material	Virgin Grade of High Molecular High Density Polyethylene (HMHDPE) material, absolutely nontoxic, free from any contamination, chemical resistant confirming to the requirement of ASTM D-543-04. Material should have more than 250 kg / cm <sup>2</sup> of Tensile strength (as per ASTM D638 and IZOD impact strength of not less than 25kg -cm/cm as per ASTM D256; the ESCR as per ASTM D 1693 must be greater than >500 (T50 HR).

**ANNEXURE 7**  
**FORMAT FOR FINANCIAL PROPOSAL**  
**(on Company letterhead)**

<b><u>Sl. no.</u></b>	<b><u>Specification</u></b>	<b><u>Rate In Rupees (in figures)</u></b>	<b><u>Rate in Rupees (In word)</u></b>
<b>1</b>	SUPPLY & INSTALLATION OF STAND MOUNTED TWIN LITTER BIN FOR SOLID WASTE IN PUBLIC PLACES AS PER SPECIFICATION OF THE RfP		

Authorized Signatory  
(With Stamp of the bidder)

ANNEXURE-8



INDICATIVE DRAWING FOR SUPPLY AND INSTALLATION OF LITTER BINS