

Supply, Construction & Commissioning of Bio-Digester Tank for Public Toilet Sites at Bhangagarh under Flyover and Pan Bazar for 500 users

**Request for Proposal**  
**Guwahati Municipal Corporation**  
**Panbazar, Guwahati**

Starting Date of Bid Document download: 11/07/2017

Pre-bid Meeting: 14/07/2017 at 1400 Hrs

Last Date and Time of Submission of Bid Document: 18/07/2017 up to 1400 Hrs

Date and Time of Opening of Technical Bid: 18/07/2017 at 1430 Hrs

Place of Opening of Technical Bid: Conference Hall, GMC HQ,  
Pan Bazaar, Guwahati – 01



# GUWAHATI MUNICIPAL CORPORATION

## REQUEST FOR PROPOSAL (RfP)

No: GCS/PMC/671/2015/pt-1/1298

Date:- 10/07/2017

*Sealed proposals 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, construction & commissioning of Bio-Digester tank for Public Toilets sites at Bhangagarh under Flyover and Pan Bazar for 500 users.	Rs 1,00,000.00	Rs 1,000.00	18/07/2017 up to 1400 Hrs

- 1) The detailed Bid document can be obtained only by downloading from the website <http://gmcportal.in> from **11/07/2017**.
- 2) The bid document will not be sold at the Counter.
- 3) The Cost of Bid Document & Bid security deposit of the requisite amount mentioned above shall be in the form of Demand Draft and in the form of FDR/NSC/any other Post Office Savings Scripts or irrevocable bank guarantee from Scheduled or Nationalized Bank in the prescribed format pledged in favour of "The Commissioner, Guwahati Municipal Corporation" payable at Guwahati.
- 4) Further, details and conditions can be obtained from the RfP.
- 5) If in case the date mentioned in the RfP is a holiday then the next working day will be considered as the date for the event and the time will remain the same.

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

Memo No: - GCS/PMC/671/2015/pt-1/ 1298 -A

Date: 10/07/2017

Copy to: -

1. The Municipal Secretary, GMC for the kind appraisal of Hon'ble Mayor and Members, Mayor-in-Council, GMC.
2. The Chief Engineer, GMC, for information.
3. The Chief Accounts and Audit Officer, GMC, for information.
4. The OSD(PMC), GMC, for information and necessary action.
5. The Divisional Executive Engineer,GMC, Div- II and IV for information and necessary action.
6. The District Information & Public Relation Officer, Kamrup( Metro) with a request to publish the notice in one issue each of the Assam Tribune and Amar Axom on the next day of receipt of this notice.
7. In-charge, Tender Room, CE Branch, GMC, Panbazar for information and necessary action.

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

## SCHEDULE OF EVENTS

SL. NO.	EVENT	DATE	VENUE
1	DATE FOR DOWNLOADING RfP DOCUMENTS	11 /07/2017	OFFICE OF COMMISSIONER, GUWAHATI MUNICIPAL CORPORATION, PANBAZAR, GUWAHATI-01
2	LAST DATE FOR RECEIVING QUERRIES & COMMENTS	13/07 /2017	
3	PRE-BID MEETING	14 /07/2017 at 1400 Hrs	
4	LAST DATE FOR SUBMISSION OF BID (PROPOSAL DUE DATE)	18/07/2017 upto 1400 Hrs	
5	OPENING OF TECHNICAL BID	18/07/2017 at 1430 Hrs	
6	OPENING OF FINANCIAL BID	TO BE NOTIFIED LATER	

- 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.

### 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**  
**Panbazar, Guwahati - 781001**

**1. INTRODUCTION**

- 1.1 Guwahati Municipal Corporation has initiated the construction of Public toilets at various locations within its jurisdiction. Hence, Guwahati Municipal Corporation plans to construct a new user and environment friendly Bio-digester tanks derived from the patented technology of Defense Research & Development Organisation (DRDO) at its public toilet sites at Bhangagarh under Flyover and Panbazar.
- 1.2 This Request for Proposal Document is issued to only the Transfer of Technology (ToT) holders of DRDO interested in undertaking supply, construction and commissioning of bio-digester tank at the public toilet sites at Bhangagarh under Flyover and Panbazar.
- 1.3 The bidder would be required to supply, construct & commission the bio-digester tank for proposed users at the public toilet sites at Bhangagarh under Flyover and Panbazar. Number of users to be considered as 500 users per day in both the sites.
- 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, construction & commissioning of the bio-digester tanks.
  - 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, construction & commissioning of the bio-digester tanks at the public toilet sites at Bhangagarh under Flyover and Panbazar.
- 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 are required to submit their general and particular experience, technical capabilities and financial standing of the Bidding Firm. Bidding Firm 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 the Chief Engineer Branch, Guwahati Municipal Corporation, Pan Bazar, Guwahati 781001 till **18/07/2017 up to 1400 Hrs.**

**2 BACKGROUND**

- 2.1 This Bid Document comprises supply, construction & commissioning of the bio-digester tanks at the public toilet sites at Bhangagarh under Flyover and Panbazar.
- 2.2 GMC intends to construct public toilets at various locations within its jurisdiction, through a phased approach, with proposed user and environment friendly Bio-digester tanks derived from the patented technology of Defense Research & Development Organisation (DRDO) at its public toilet site.

**3 FEATURES**

- 3.1 Design parameters and specification of the proposed Bio-digester tank shall be as per the approved design of the DRDO.
- 3.2 Minimum holder of TOT for production of Enaculum bacteria & manufacturing of Bio-digester tank for plain area.
- 3.2 The bio-digester tank shall be commissioned at specified locations as directed by Guwahati Municipal Corporation.
- 3.3 The bio-digester tank should have a reed bed and screening chamber. The inner linings of the bio-digester tank walls should have FRP linings.
- 3.4 Design for the civil construction shall be approved by Guwahati Municipal Corporation.

#### **4 DETAILED SCOPE OF WORK**

- 4.1 Supply and construction and Commissioning of bio-digester tank as per the design and specification specified by DRDO.
- 4.2 The bidder shall supply, construct & commission of Bio-Digester tank for Public Toilets sites at Bhangagarh under Flyover and Pan Bazar for 500 users per day in each site.
- 4.3 Supply to be completed within **one (1) Month** as directed by GMC, Failing which one percent per week will be deducted till such time so as it reaches to five percent of the project cost.
- 4.4 Ensuring that the bio-digester tank is clean and free of debris, garbage through regular monitoring, maintenance and solid waste collection.
- 4.5 Bio-digester tank shall be constructed with materials to withstand the Guwahati climate in accordance with applicable procedures and specifications such as IS Codes, PWD Manual, National Building Code and also ASI code. All necessary precaution for safety and environmental and social safeguards in accordance with applicable norms and guidelines shall be the responsibility of the Bidder.
- 4.6 The design & drawings and specifications of bio-digester tank shall be prepared and submitted by the successful bidder to Guwahati Municipal Corporation for approval.
- 4.7 No work shall be proceeded with or permitted without the written approval of the Guwahati Municipal Corporation.
- 4.8 The bidder shall maintain the units to the satisfaction of Guwahati Municipal Corporation and shall ensure serviceability.
- 4.9 The bidder has to submit a vouched copy of Standard Operating Procedure (SOP) regarding Operation & Maintenance procedure that should be followed throughout the warranty period.
- 4.10 The Bio-Digester tank commissioned by the bidder shall carry with it a warranty period of one year excluding six months of defect liability period.
- 4.11 The bidder shall connect the outlet pipe of Bio- Digester tank to the nearest Municipal Drain at their own cost.
- 4.12 The bidder shall carry out all demolition of any hindrance at the site and make the site clear for the construction and installation of Bio- Digester tank at their own cost. For this the Bidder may carry out the investigation of the site on their own.

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

- 5.1 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.
- 5.2 The Bidder shall ensure that the bid is complete in all respects and conforms to all requirements indicated in the RFP document.
- 5.3 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 which have 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 and revenue, which have been made available in this document.
- 5.4 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.
- 5.5 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.
- 5.6 GMC shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

#### **6 COST OF DOCUMENT**

- 6.1 The Request for Proposal Document can be obtained through payment of a non-refundable fee of **Rs.1,000/- (Rupees One Thousand only)** via Demand Draft drawn of any Nationalized/ Scheduled Bank drawn in favour of "The Commissioner, Guwahati Municipal Corporation "

payable at Guwahati. Bid Documents can only be downloaded from the official website of Guwahati Municipal Corporation [www.gmcportal.in](http://www.gmcportal.in).

- 6.2 GMC will in no case be responsible or liable for any problem that the Bidder may encounter while downloading. The cost of Bid-Documents shall be in the form of DD as mentioned above and enclosed with the bid Documents.
- 6.3 Any bid not accompanied with an acceptable Cost of Bid Document shall be rejected.

## **7 CLARIFICATIONS OF RFP DOCUMENTS**

- 7.1 The prospective Bidding Firm requiring any clarification of the RFP documents may notify GMC in writing by post, e – mail courier or by facsimile at the address given in the RfP up to two (2) days in advance of the Pre-Bid meeting.
- 7.2 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.
- 7.3 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.

## **8 PRE-BID MEETING**

- 8.1 A pre-bid meeting shall be held for any clarifications and replies to the queries of bidders.
- 8.2 A pre-bid meeting shall be held on **14/07/2017 at 1400 Hrs** at the Conference Hall of the Office of the Commissioner Guwahati Municipal Corporation, Panbazar, Guwahati – 781001.
- 8.3 Minutes of the meeting, including the text of the questions raised and the responses given would be uploaded in the official 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 which will be uploaded in the official website.
- 8.4 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.

## **9 BID SECURITY**

- 9.1 All proposals submitted in response to the Request for Proposal shall be accompanied by a Bid Security of **Rs.1 Lakh (Rupees One Lakh only)** in the form of Demand Draft or in the form of FDR/NSC/any other Post Office Savings Scripts or irrevocable Bank Guarantee from Scheduled or Nationalized Bank in the prescribed format pledged in favour of “The Commissioner, Guwahati Municipal Corporation” payable at Guwahati.
- 9.2 Any bid not accompanied with an acceptable Bid Security shall be rejected.

## **10 VALIDITY OF PROPOSAL AND BID SECURITY**

- 10.1 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.
- 10.2 The Bid Security shall be valid for Three Months beyond the initial validity of the proposal as specified above i.e, 180+90=270days.
- 10.3 Any bid not accompanied with an acceptable Bid Security shall be rejected.
- 10.4 The Bid Security of the unsuccessful Bidders would be returned after the acceptance of the letter of award as promptly as possible.
- 10.5 The Bid Security of the successful Bidder will be discharged when the successful Bidder has signed the agreement and furnished the Performance Security.
- 10.6 The Bid Security shall be forfeited under the following conditions:
  - If the Bidder withdraws the Proposal during the period of Proposal validity.
  - In the case of a successful Bidder, if the bidder fails to sign the Agreement within the stipulated time or fails to furnish the required Performance Security within the specified period.

## **11 AMENDMENT TO RFP DOCUMENT**

- 11.1** 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.
- 11.2** Any Addendum thus issued will be uploaded in the official website [www.gmcportal.in](http://www.gmcportal.in). GMC may, at its discretion, extend the Proposal Submission Due Date.

## **12 CLARIFICATION FROM BIDDERS**

- 12.1** 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.

## **13 LANGUAGES AND CURRENCY**

- 13.1** 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".

## **14 PROPOSAL DOCUMENTATION**

- 14.1** 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.
- 14.2** 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.

## **15 GUWAHATI MUNICIPAL CORPORATION (GMC) RIGHT TO ACCEPT AND REJECT PROPOSAL**

- 15.1** 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.

## **16 PROPOSAL SUBMISSION DUE DATE**

- 1.8** Proposal will be received till **18/07/2017 upto 1400 Hrs** at the Chief Engineer Branch, Guwahati Municipal Corporation, Pan Bazar, Guwahati 781001.
- 16.1** Any Proposal, which is received after the prescribed deadline shall be returned, unopened.

## **17 SUBMISSION OF BIDS**

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

- 17.1** The Bid Security (FDR or Bank Guarantee) and Cost of Bid Document (DD) of the required value and with approved format shall be sealed separately in an envelope mentioning: Envelope - A1
- 17.2** The Technical proposal alongwith the signed and sealed of each page of bid document(RfP) by the bidder and details of construction of bio-digester tank shall be sealed separately in the envelope mentioning: Envelope – A2
- 17.3** The Financial Proposal shall be sealed separately in the envelope mentioning: Envelope – B
- 17.4** The proposal and Financial Offers shall also be sealed separately before sealing in their respective envelopes of A2 and B respectively.
- 17.5** All the above envelopes viz. 'A1', 'A2', and 'B' shall then be sealed in one outer envelope.
- 17.6** The inner and outer envelopes shall be addressed to "The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati 781001".
- 17.7** The outer and inner envelopes shall also clearly indicate the name and address of the Bidder.

- 17.8 If the outer envelope is not sealed and marked as specified above, GMC will assume no responsibility for the misplacement or premature opening of the Proposal.
- 17.9 Proposal should be submitted before 1400 hours on or before 18/07/2017, 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 Bid document. Bids submitted by fax transmission /e-mail shall not be accepted.
- 17.10 GMC may, in exceptional circumstances and at its sole discretion, extend the Proposal Due Date by issuing an Addendum uniformly for all Bidders.
- 17.11 Interested bidders are requested to submit their bids, in a sealed envelope super-scribed as **'Supply, Construction & Commissioning of Bio-digester tank for public toilet sites at Bhangagarh under Flyover and Panbazar For 500 Users** to be submitted at the Chief Engineer Branch, Guwahati Municipal Corporation, Pan Bazar, Guwahati 781001 till **18/07/2017 up to 1400 Hrs.**
- 17.12 **A pre-bid meeting shall be held on 14/07/2017 at 1400 at the Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati - 781001.**
- 17.13 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 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.

## **19 OPENING OF BIDS**

- 19.1 The bids as received shall be opened on **18/07/2017 at 1430 hrs** 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 and Cost of Bid Document (Envelope A1)
  - Technical Proposal signed and sealed in each page alongwith the signed and sealed of each page of bid document(RfP) by the bidder(Envelope A2)
  - Financial Proposal (Envelope B)
- 19.2 The Bid Security and Cost of Bid Document will be opened first and will be checked for its requisite value and format.
- 19.3 In case the Bid Security and Cost of Bid document found to be acceptable, then the technical Proposals shall be opened and processed further.
- 19.4 If the documents do not contain Bid Security or Cost of Bid Document, or not of required value or in acceptable form, the offers submitted will be rejected.
- 19.5 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.

## **20 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.

## **21 TESTS OF RESPONSIVENESS**

- 21.1 Prior to evaluation of Proposal submission, Guwahati Municipal Corporation 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.
  - Each page of Bid(RfP) document is submitted sealed and signed by the bidder.



- The bid contains all the contents of Proposal indicated in the Bid Document
- The Proposal contains all the formats specified in the Bid Document and is submitted sealed and signed in every page by the bidder.
- Is accompanied by the Bid Security and Cost of bid document in requisite format and validity.
- Contains all the information as requested in the RFP document.
- Mentions the validity period as set out in herein.

**21.2** 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.

## **22 EVALUATIONS AND COMPARISON OF PROPOSALS**

GMC will evaluate and compare the proposal determined to be substantially responsive in accordance with Clause No 21 and as per the procedure detailed below. In the event of any discrepancy between ORIGINAL' and 'COPY' the contents of 'ORIGINAL' shall prevail.

### **22.1 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 70% of the total points will only be considered for financial evaluation. The price envelopes of others will not be considered and no claim in this regard shall be entertained. The Authority shall notify the bidders, results of the technical evaluation and invite those who have secured above the minimum qualifying mark for opening of the financial proposals indicating the date and time.

### **22.2 Opening of financial bid and evaluation**

22.2.1 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.

22.2.2 The bidder shall quote the amount in the specified format as per appendix-7.

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

22.2.4 The bidder quoting the lowest Rate for the Work for Supply, construction & commissioning of the bio-digester tanks for public toilet sites at Bhangagarh under Flyover and Panbazar for the proposed users shall be the successful bidder.

22.2.5 In the event of multiple bidders 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.

22.2.6 The amount quoted should be inclusive of all the prevailing applicable taxes and no extra charge shall be entertained at later stage at any condition.

22.2.7 The currency for quoted amount shall be of only Indian National Rupees.

22.2.8 The Bid shall be Unconditional. If any Financial proposal found conditional then it will be outrightly rejected.

## **23 SELECTIONS AND NOTIFICATION**

The bidder quoting the lowest Rate for the Work for Supply, construction & commissioning of the bio-digester tanks at the public toilet sites at Bhangagarh under Flyover and Panbazar for 500 users would be selected as successful bidder and would be intimated through a "Letter of Award".

## **24 AWARD OF CONTRACT**

24.1 Upon issuance of the "Letter of Award" the selected bidder shall have to sign the agreement within seven (7) days of "Letter of Award".

- 24.2 If the Agreement is not signed by the selected bidder within 7 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. The successful bidder would have to furnish Performance Security as specified in the Schedule of Agreement, before signing of the Agreement. Till such time, the Bid Security of the successful Bidder would remain effective and in possession of GMC.

## **25 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.

## **26 PERFORMANCE SECURITY**

The Bidder shall, for due and punctual performance of its obligations during the Implementation Period, deliver to GMC, simultaneously with the execution of this Agreement, an irrevocable Bank Guarantee from a Nationalized/ Scheduled Bank in the prescribed format pledged in favour of “**The Commissioner, Guwahati Municipal Corporation**” for a sum equivalent to 2% (Two Percent) of the bid value with a validity of 18 months beyond the date of completion. This shall be returned on successful completion of the contract.

## **27 ELIGIBILITY CRITERIA**

- 27.1 The bidding firm shall have achieved a minimum annual financial turnover of **Rs.2.00 Crore** during the preceding three (3) financial years. Financial statements shall be duly certified by the Chartered Accountant for all Bidders.
- 27.2 The bidders shall be registered firms (which include companies, partnerships, propriety concerns, etc.) who are interested in bidding for the Project should be a holder of minimum TOT from DRDO for manufacturing of Bio-digester tank in plain area and production of Enaculum bacteria.
- 27.3 The bidder shall have completed/ongoing at least 2 projects each in Government/ULB/PSU and private sector in Assam. The bidder has to furnish experience certificate from their client.
- 27.4 The interested party should have its own production facility of Enaculum Bacteria in Assam, with a minimum capacity to produce 25, 000 lts per month.
- 27.5 The interested party shall have to furnish the Solvency Certificate from any Nationalized/ Scheduled bank in India.
- 27.6 **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.

## **28 DISQUALIFICATION**

- 28.1 Even though the Bidding Firm meets the pre-qualifying Criteria, they could be disqualified if they have:
- 28.1.1 Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements;
- 28.1.2 Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
- 28.1.3 Submitted the proposal, which is not accompanied by the required documentation or is non-responsive.
- 28.1.4 Submitted the proposal, which is not accompanied by the Bid Security and Bid document cost of requisite value and in acceptable format.

- 28.1.5 Submitted the Proposal, which is not accompanied with Technical proposal signed and sealed in each page alongwith signed and sealed bid document(RfP) or not accompanied with Financial proposal.
- 28.1.6 Failed to provide clarifications related thereto.
- 28.1.7 Been black listed/barred by GOI/Any State Govt./ULB/PSU/Government Body as on date of submission of the bids.
- 28.2 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.

29 **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.

30 **PROJECT COST**

The project cost(Bid Value) would include the cost of Supply, Construction and Commissioning of Bio-digester tank comprising civil works for Reed bed, Screening Chamber and other costs.

31 **PAYMENT**

The Payment shall be made after the 100% completion of the work withstand of satisfaction to Guwahati Municipal Corporation and after the invoice raised by the bidder.

32 **JURISDICTION**

In the event of any discrepancy, jurisdiction for settlement of disputes concerning this RfP shall be at the courts situated in Guwahati (Assam).

**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, Construction & Commissioning of Bio-digester tank for public toilet sites at Bhangagarh under Flyover and Panbazar for 500 users**”

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

7. 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

**Appendix 2**  
**(on the letter head of the Bidder)**

**General & Financial Information**

All individual firms 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 three 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 three years till the date of submission.

4. Attach Brochure and details of the Firm 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
Contact D	Address, Telephone, Facsimile, E-mail

**Appendix 3**  
**(on the letter head of the Bidder)**

**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 till the date of submission.

Year	Name and Type of Project(s)	Value (Turnover) in Indian Rupees

5. Financial reports for the last three financial years: balance sheets, profit and loss statements, summary of net cash accruals, 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**  
**(on the letter head of the Bidder)**

**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.

<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>Remarks</b>

**Appendix 5**  
**(on the letter head of the Bidder)**

**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>



**Appendix 6**  
**(on the letter head of the Bidder)**

**FORMAT FOR TECHNICAL PROPOSAL EVALUATION**

<b>SI No</b>	<b>Particulars</b>	<b>Allotted Mark</b>
1	Annual financial turnover of Rs. 2.00 Crore during the preceding three (3) financial years.	20
2	Completed/under execution at least 2 nos each in Govt. / PSU and private sector of Bio-digester tank in Assam for the preceding five (5) financial years.	30
3	Own manufacturing unit in Guwahati for Enaculum bacteria production with a minimum capacity to produce 25,000 lts per month.	20
5	Transfer of Technology (TOT) holder for Enaculum Bacteria production and Bio-digester tank in plain area.	30
<b>TOTAL</b>		<b>100</b>

**Appendix 7**  
**(on the letter head of the Bidder)**

**FORMAT FOR FINANCIAL PROPOSAL**

<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>	<b>Supply, Construction &amp; Commissioning of Bio-digester tank for public toilet sites at Bhangagarh under Flyover and Panbazar for 500 Users in each site as per the specifications in the RfP.</b>		

Authorized Signatory  
(With Stamp of the bidder)

Note: The amount quoted should be inclusive of all the prevailing applicable taxes.  
The Financial Bid shall be Unconditional.

**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, Construction & Commissioning of Bio-digester tank for public toilet sites at Bhangagarh under Flyover and Panbazar for 500 users \_\_\_\_\_ [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 Authority] (hereinafter called "the Authority") in the sum of \_\_\_\_\_<sup>1</sup> for which payment well and truly to be made to the said Authority the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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 Authority 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 Authority up to the above amount upon receipt of his first written demand, without the Authority having to substantiate his demand, provided that in his demand the Authority 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 \_\_\_\_\_,<sup>2</sup> 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 Authority, 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. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.

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

Annex B

**PERFORMANCE SECURITY (BANK GUARANTEE)**  
(To be furnished by the successful Bidder at the time of execution of Contract)

To: \_\_\_\_\_ [name  
of Authority]

\_\_\_\_\_ [address  
of Authority]

WHEREAS \_\_\_\_\_ [name and address of  
Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No.  
\_\_\_\_\_ dated \_\_\_\_\_ to execute  
\_\_\_\_\_ [name of Contract and brief description of  
Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish  
you with a Bank Guarantee by a recognized bank for the sum specified therein as Performance  
Security for Construction for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of  
the Contractor, up to a total of \_\_\_\_\_ [amount of guarantee]  
1 \_\_\_\_\_ [in words], such sum being payable in the types and proportions of  
currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written  
demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_  
[amount of guarantee]1 as aforesaid without your needing to prove or to show grounds or reasons for  
your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting  
us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of  
the Works to be performed there under or of any of the Contract documents which may be made  
between you and the Contractor shall in any way release us from any liability under this guarantee,  
and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until ..... (i.e.) 30 days from the date of expiry of the Defects  
Liability Period.

Signature and seal of the guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

1 An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price  
specified in the Contract and denominated in Indian Rupees.

