

Model Draft for reference

**Request for Proposal (RFP)
for Selection of Agencies for preparing Detailed Project Report (DPR) on
Solid Waste Management for North Paravur Municipality, under Swacch
Bharat Mission (Urban)**

Disclaimer

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require and may not be appropriate for all persons, and it is not possible for North Paravur Municipality, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own research and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

North Paravur Municipality, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. North Paravur Municipality may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

TENDER NOTICE

North Paravur Municipality

Municipal Office, North Paravur , 683 513, E-Mail-northparavurmunicipality@gmail.com

Website: www.northparavurmunicipality.in

Ph. 0484-2442327

Request for Proposal (RFP) for Selection of Agency for preparing Detailed DPR on Solid Waste Management under Swachh Bharat Mission (Urban)

No. PH1-12163/17

Date: 05/12/2017

North Paravur Municipality invites financial proposal from among Suchitwa Mission empaneled agencies, for the selection of agency for preparing DPR on solid waste management for the North Paravur Municipality.

Interested agencies may download forms and details at a price of Rs 1000/-(One thousand only) plus GST as applicable from the website of North Paravur Municipality (www.northparavurmunicipality.in) and submit the tender with financial proposal in sealed cover to Secretary, North Paravur Municipality, Municipal Junction, North Paravur, Pin-683513, on or before 12/12/2017, 3.00 PM. Cost of downloaded forms shall be remitted by way of D.D in favour of Secretary, North Paravur Municipality along with bid document. All bids must be accompanied by a lumpsum EMD for an amount of Rs.2000/- (Rupees Two Thousand only) in the form of crossed D.D drawn in favour of the Secretary, North Paravur Municipality.

An indicative time frame for the bidding process is provided in this notice and participating agencies may take note of the time frame to plan their submission of the tenders.

Last date for submission of Tender	12/12/2017, 3pm
Opening of proposal	13/12/2017, 11am
Letter of Award (LOA)	Within 5 days of opening of financial Bid
Signing of agreement	Within 5 days of Award of work

sd/-
Secretary,

DATA SHEET

1.1	Name of the assignment: " Request for Proposal (RFP) for Selection of Agency for preparing Detailed Project Reports (DPRs) on Solid Waste Management for North Paravur Municipality under Swachh Bharat Mission (Urban)
1.2	Starting date and time of submission of proposal: 05/12/2017 (10.00Hrs)
1.3	Last Date & time of submission of proposal : 12/12/2017(15.00 Hrs)
1.4	Date & time of opening of Technical proposal : 13/12/2017(11.00 Hrs)
1.5	Venue for Bid Submission: North Paravur Municipal Office,N.Paravur
1.6	Validity Period of the Proposals: Proposal must remain valid for 90 (Ninety) days after the due date.
1.7	Clarifications may be requested not later than 12/12/2017., 3pm Address for requesting clarifications: Secretary,North Paravur Municipality,Municipal Junction,North Paravur,Pin-683513
1.8	Bid opening : 13/12/2017 (11.00 Hrs)
1.9	Agency must submit only one hard copy which will be deemed as the original proposal.
1.10	The Proposal submission address is: Secretary, North Paravur Municipality,Municipal Junction,North Paravur,Pin-683513
1.11	Proposals received after the stated time and date shall not be considered.

1. KEY OBJECTIVES

The overall objective of this consultancy is for preparing a DPR on solid waste management for the North Paravur Municipality as per the guidelines of Swachh Bharat Mission (Urban)

2. SCOPE

Collation of data on MSW by gathering information on

- a. the current quantity and quality of the waste generated in the North Paravur Municipality (Separate data needs to be collected for each ward)
- b. available infrastructure for managing the waste generated
- c. technology/ies being followed
- d. existing projects being implemented
- e. extrapolating the data to get data for the project period
- f. identifying the gaps
- g. arriving at the requirements for effective management,
- h. methodology proposed to be adopted for filling the gap and proposing new requirements
- i. cost estimate for project components
- j. final budget for the project (year wise)
- k. Shall not be eligible to be considered as an agency for implementation of DPR prepared.

3. PROJECT COMPONENTS AND IMPLEMENTATION PERIOD

The components of the projects are given in the matrix below and agencies responding shall prepare their financials based on the same.

Sl. No.	Deliverables	Submission Time Period (weeks from the signing of the contract)
1.	Draft project report including	4 weeks
2.	Final report	6 weeks

4. Eligibility Criteria

- Shall be an empaneled agency from among the published list of Suchitwa Mission for the purpose
- Shall have competence in DPR preparation for waste management.
- DPR shall have implementation feasibility

5. Earnest Money Deposit (EMD)

1. An EMD of Rs. 2000/- (Rs. Two Thousand only), in the form of DD drawn in favour of Secretary, North Paravur Municipality, North Paravur P O.683513
2. Proposals not accompanied by EMD shall be rejected as non-responsive.
3. No interest shall be payable byfor the sum deposited as EMD.
4. The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.

The **EMD shall be forfeited** by the Secretary North Paravur Municipality in the following events:

1. If Proposal is withdrawn during the validity period or any extension agreed by the agency thereof.
2. If the Proposal is varied or modified in a manner not acceptable to North Paravur Municipality after opening of Proposal during the validity period or any extension thereof.
3. If the agency tries to influence the evaluation process.
4. If the First ranked agency withdraws its proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the agency).

The Bidder shall submit the Proposal in accordance with the guidelines prescribed in this RFP and ensure that the Proposal is complete in all aspects. North Paravur Municipality reserves the right to reject Proposals that do not conform to the guidelines prescribed. The Proposals shall be submitted in two envelopes.

6. Format for Technical Proposal

Letter of Submission (in the prescribed format T-1)

Organization Profile (T-2): The information needs to be given for the agency including all partners of the Consortium if any

Project References (T-3): A brief description about the assignments completed by the agency, a work completion certificate (self attested) for the each projects associated in the past.

There shall be a brief write up about the technical approach and Methodology that the agency shall adopt in preparing the DPR, if selected.

Method of Submission of Tender Form

- a) Part I –Technical Offer
- b) Part II - Financial Offer as described below. The Financial Offer should be contained in Part II only. Inclusion of any Financial Offer in other part would lead to disqualification of the Proposal.

Envelope A Technical offer comprising

- i. Letter of Submission (in the prescribed format T-1)
- ii. Organization Profile (T-2)
- iii. Project References (T-3)

Envelope B Financial Offer (F-1)

The tender should be addressed to: Secretary, North Paravur Municipality
All papers submitted should be signed by the proponent agency and seal affixed
All envelopes must also be super scribed with the following information:

- a. Name and Address of Bidder
- b. Authorized Contact person and Designation,
Phone number, Fax number and Email id.

7. LATE TENDER OFFERS

Late submission will not be entertained and will be summarily rejected.

The Bidder shall bear all costs associated with the preparation and submission of its tender, and the Purchaser will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

7.1. Language of Proposal

The language of the proposal shall be English.

7.2. Signature of Proposal

The proposal must contain the name, residence and place of business of the Authorized person or persons submitting the bid and must be signed by the agency with its usual signature. The names of all persons signing shall be stamped, typed with the legal name of the firm. Letter of Authority in respect of the person signing on behalf of the agency shall be furnished along with the Bid.

7.3. Clarifications regarding proposal submitted

After the submission of proposal, till the contract is awarded, if any agency wishes to contact this office on any matter related to its proposal, he/she may do so in writing. Any effort by the agency to influence this office during the proposal evaluation, proposal comparison or contract award decisions shall result in outright rejection.

7.4. Validity

The proposal shall be valid for a period of 90 days from the stipulated last date. This validity may be further extended through mutual consultation.

7.5. Opening of Proposal

Tender offers received within the prescribed closing time and date shall be opened in the presence of bidders or their Authorized representatives who choose to attend the opening of the tenders on the specified date and time.

8. RESPONSIVENESS CHECKS TO RfP:

Scrutiny of the Eligibility proposal for responsiveness to the RFP will be done to determine whether the Bid is complete, whether the documents have been properly signed, whether any computational errors have been made, whether required **RFP cost** and EMD are submitted, and whether the Bid is generally in order. Bids not conforming to such preliminary requirements will be *prima facie* rejected.

- a. The Evaluation Committee formed in the North Paravur Municipality shall carry out the evaluation of proposals on the basis of their match with the Terms of Reference (ToR), applying the following evaluation criteria and point system.

9. EVALUATION CRITERIA

- a. Technical Points : 70%
- b. Financial Points : 30%

The minimum technical score required to qualify technically is 60 points out of 100.

A proposal will be considered unsuitable and shall be rejected at this stage if it does not respond to the RfP and ToR or it fails to achieve minimum technical score of 60 points out of 100 North Paravur Municipality shall not intimate the agency who fail to score the qualifying technical score.

9.1. Financial Evaluation

- a. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services.

9.2. Final Evaluation

The technically and financially qualified bidder who ranks first may be invited for negotiations.

10. AWARD OF CONTRACT

- i. The contract for consultancy services shall be awarded to the best proposal in terms of the aforementioned terms and conditions and the Secretary, North Paravur Municipality shall be the Competent Authority in this regard whose decision shall be final and binding.
- ii. North Paravur Municipality reserves the rights to accept or reject any or all the proposals without assigning any reason. North Paravur Municipality also reserves the right to call for additional information from Consultants.

- iii. Notification on Award of Contract for agency shall be made in writing to the successful bidder.

10.1. Payment schedule & terms

Payments shall be based on milestones pre-defined at the time of work assignment is as follows:

Sl. No.	Deliverables	Payment (% of total fee)
1.	Upon issuance of AS/Approval by the State Level Empowered Committee.	50
2.	Upon approval by Ministry of Housing and Urban Affairs, Government of India.	30
3.	Upon execution of agreement for implementation based on the approved DPR.	10
4.	Upon completion of projects or 12 months, whichever is earlier.	10
TOTAL (including GST)		100%

10.2. Confidentiality

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Respondents or any other persons not officially concerned with such process until the empanelment process is over.

10.3. Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India.

- a. Assigning resources that do not meet North Paravur Municipality’s requirements
- b. Inadequate interaction with the North Paravur Municipality
- c. The work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable
- d. If the delay is beyond 8 weeks then North Paravur Municipality may rescind the Contract and shall be free to get it done from other Agencies at the risk and costs of the appointed agency North Paravur Municipality may debar the agency for applying in its future empanelment also.

10.4. Termination

Under this Contract, North Paravur Municipality may, by written notice terminate the Agencies in the following ways:

- a. Termination by Default for failing to perform obligations under the Contract or
- b. If the quality is not up to the specification or in the event of non adherence to time schedule.
- c. Termination for Convenience in whole or in part thereof, at any time
- d. Termination for Insolvency if the agency become bankrupt or otherwise insolvent.

In all the cases above termination shall be executed by giving written notice to the agency as prescribed in the RFP. No consequential damages shall be payable to the agency in the event of such termination.

10.5. Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then, Clause '**Resolution of Disputes**' of shall become applicable.

10.6. Resolution of Disputes

If any dispute arises between the parties, the decision of the Executive Director, Suchitwa Mission shall be final and binding on both parties.

10.7. Taxes and Duties

The Agencies shall fully familiarize themselves about the applicable taxes on amount payable by North Paravur Municipality under the contract. The Agencies, and personnel shall pay such tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

10.8. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in the concerned district of the North Paravur Municipality only.

10.9. Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice , request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

T-1 Letter of Submission

To
Secretary
North Paravur Municipality
North Paravur
Pin-683513

Dear

Sub: Proposal for selection of Agencies for preparing Detailed Project Report (DPR) on Solid Waste Management for North Paravur Municipality under Swachh Bharat Mission (Urban) – reg.

Ref:RFP notice No:

Having examined the RFP, we, the undersigned, offer to be the agency for “preparing DPR on solid waste management for North Paravur Municipality under Swachh Bharat Mission (Urban)” with North Paravur Municipality in full conformity with the said RFP.

We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

We agree to abide by this Proposal, consisting of this letter, the Technical and financial Proposals, duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept any proposal you receive.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Respondent]

Name of Firm:

Address:

T-2 Organizational Details and financial Statement

1. Organization chart of the company and brief description, Year of establishment and Fields of Expertise
2. Details of the agency/ representative of the agency
 - i. Address of office:-
 - ii. Specify the appropriate types of services and field of specialization the agency is engaged in
 - iii. Whether subsidiary or independent or JV with details
 - iv. Whether individual, proprietorship, partnership corporation or others
 - v. Registered under
 - vi. Organizational set up
 - vii. Names and responsibilities of key personnel
3. Technical and managerial staff details
4. Financial Statement for last three years

Year	Turnover (in Rs)
2016-17	
2015-16	
2014-15	
Average	

Note: Audited financial statements duly signed by a Chartered Accountant have to be enclosed separately.

5. Experience of Similar projects
 - a. Name of the projects:
 - b. Area
 - c. Scope of work
 - d. Copy of satisfactory completion certificate
 - e. Contact particulars (recent) of references for the project
 - f. Details of any ongoing project

Note the details of the above projects need to be given in Format T-3

Authorized Representative

Firm's Name

T-3 Project References

(Relevant Services Carried Out in the Last three Years)

Using the format below, provide information on each assignment for which your firm/entity, either individually or in an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by your firm:
Name of Client:		No. of Staff:
Address:		No. of person-Months: Duration of Assignment:
Contact Details:		
<u>Name of the Officer:</u>		
<u>Designation:</u>		
<u>Landline Telephone No:</u>		
<u>Mobile:</u>		
<u>Official Email id:</u>		
Start Date (Month/Year):	Completion Date(Month/Year):	Approx. Value of Services:
Name of Associated Firm(s):		No. of Person-Months of Professional Staff Provided by Associated Firm(s):
Name of Senior Staff (Project Director/Co-coordinator, Team Leader) Involved and Functions Performed; whether part of proposed team:		
Description of the Project:		
Description of Actual Services Provided by your agency:		
Present status of the Project:		

**Authorized Representative
Firm's Name**

F1: FINANCIAL BID

Name of the Bidder:

(in INR)

#	Item	% of approved project cost	% in words
1	Fee for Consultancy services		

Notes:

- a. In case of any discrepancy in words and figures, figures would prevail*

(Signature with Seal)

Annexure

RfP Evaluation Sheet - DPR preparation on SWM

Name of Agency :

Evaluation criteria

Sl. No.	Description	Maximum Marks	Marks given
1.	Understanding / Awareness about activities of LSGI's in Kerala	5	
2.	General experience of the organization in the field		
	a.) Experience in DPR preparation including years of experience, number of DPRs and projects.	5	
	b.) Domain knowledge on SWM	10	
	c.) Experience in SWM DPR preparation including years of experience, number of DPRs and projects.	15	
	d.) Past performance on contracts with government agencies, private industries etc.	10	
3.	Adequacy of proposed approach & methodology for DPR preparation		
	a.) DPR preparation: Technical approach & methodology.	10	
	b.) Knowledge about specifications & standards of Waste management technologies and devices.	10	
	c.) Work plan	10	
	d.) Organization and staffing (in house capacity) including technical professionalism, qualification, experience, expertise etc.	12	
	e.) Support of Technical Experts from outside the organization.	8	
4.	Quality of overall technical presentation	5	
TOTAL		100	

In order to qualify, the agencies shall need to obtain a minimum score of 60

Remarks:-

Name and Signature of Technical Committee member