



REQUEST FOR PROPOSAL

FOR

SUPPLY & INSTALLATION OF STAND MOUNTED METALLIC TWIN LITTER BIN



OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

Panbazar :: Guwahati-7

No: GGR/C/159/2020/3510

Date: 05/01/2021

Notice Inviting Tender (Re-Tender)

The Commissioner, Guwahati Municipal Corporation, Guwahati invites bids (two cover system i.e techno commercial bid and Price bids) for the following work from reputed and experienced firms /companies/agencies having similar experiences.

Detail term and condition will be uploaded at e-procurement portal website i.e www.assamtenders.gov.in and also in the official website www.gmc.assam.gov.in from **14.00 hour 05/01/2021 to 14.00 hours of 18/01/2021**.

The bidders must be enrolled in www.assamtenders.gov.in

Sl. No.	Name of the work	Approx Qty.	Bid Security (in Rs.)	Tender Fee
1	Supply & Installation of Stand Mounted Metallic Twin Litter Bin	500 Nos	1.00 Lakhs	2000.00
NB:- Quantity shown above are approximate and may vary depending on requirement at the time of issue of supply order.				
SCHEDULE FOR BID PROCEDURE				
Submission of Bid		Up to 2.00 PM of 18/01/2021		
Opening of Technical Bid		18/01/2021 at 3.00 PM		
Place of Opening of Bid		Office of the Superintending Engineer, Garage Branch, Moraxali, Guwahati.		
Officer inviting Bid		The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-1		

Note:

- Online mode of submission of Financial Bid is mandatory. Manual submission of bid will not be accepted.
- In the event of date of bid opening being a holiday, the activities will take place on the next working day.
- Original hard copy of the following document must be submitted on or before 18/01/2021 up to 14.00 hours at the office chamber of the undersigned.
 - The Bid Document fee, as mentioned above, should be paid either in the form of Demand Draft issued by any Nationalized/Scheduled and have to be submitted along with the Bid document.
 - Bid securities should be in the form of Demand Draft, TDR/FDR from a nationalized/scheduled bank.
- A Hard copy of the technical bid including document fee along with bid security to be submitted offline on or before 18/01/2021 up to 14.00 hours for evaluation purpose. For any discrepancy between the online bid and the hard copy of the bid, the online bid will be governed and will be considered for evaluation.
- Bidders are advised to scan their Papers at 100dpi (in black & white mode) in 'PDF' format for multiple pages with maximum file size of 25MB. If numbers of pages exceed, the bidders are advised to create multiple files and upload the same in "Upload additional document" stage.
- All the interested bidders are requested to read the bid document carefully before submission of their bid.

Sd/-

**Commissioner
Guwahati Municipal Corporation
Guwahati**

Memo No: GGR/C/159/2020/

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Date: / /2021

Copy to:

- The Directorate of Information and Public Relation Office, Assam, Dispur with a request for publishing the above notice in one issue at two local daily newspapers one in English and one in Assamese.
- The Software Developer, GMC for information. He is directed to upload the NIT on GMC official website.
- Notice Board.

**Commissioner
Guwahati Municipal Corporation
Guwahati**

SCHEDULE OF EVENTS

SI No	EVENT	DATE	VENUE
1	DATE FOR DOWNLOADING RFP DOCUMENTS	05/01/2021	
2	LAST DATE FOR SUBMISSION OF HARD COPY OF BID (PROPOSAL DUE DATE) AND VENUE	18/01/2021 up to 1400 Hrs	OFFICE OF THE SUPERINTENDING ENGINEER, GARAGE BRANCH, NEAR GUWAHATI CLUB FLYOVER, GUWAHATI
5	OPENING OF TECHNICAL BID AND VENUE	18/01/2021 at 1430 Hrs	OFFICE OF THE SUPERINTENDING ENGINEER, GARAGE BRANCH, NEAR GUWAHATI CLUB FLYOVER, GUWAHATI

- 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.

REQUEST FOR PROPOSAL FOR SUPPLY & INSTALLATION OF STAND MOUNTED METALLIC TWIN LITTER BIN

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 metallic twin litter bin for solid waste. Accordingly, The Commissioner, Guwahati Municipal Corporation invites Responsive Bids for the supply & installation of stand mounted metallic twin litter bin for solid waste covering the following aspects:

- a. Supply of 2 numbers of 70 litres (35+35) Stainless Steel Twin 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/Agencies for supply & installation of 2 numbers of 70 litres (35+35) Stainless Steel 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.

1.1.2. The Authority intends to select the Manufacturing firms / Companies/Agencies/Authorised dealer for supply & installation of 2 numbers of 70 litres (35+35) Stainless Steel Litter Bins mounted on a Stainless Steel stand through an open & transparent competitive bidding process in accordance with the procedure set out herein.

1.1.3. In case of Authorised dealer certificate from manufacture will be required in their letter head.

1.2. Sale of Document

The RFP document can only be downloaded from the Official Website of the Authority www.gmcportal.in. A demand draft or banker's cheque for an amount of Rs. 2,000 (Rupees Two thousand only) drawn on any Nationalized/ 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.

1.3. 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.

1.4. 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.

1.5. Communications

- 1.5.1. All communications should be addressed to:
The Commissioner,
Guwahati Municipal Corporation, Guwahati
Phone: 0361-2540525
Email: guwahaticom@gmail.com

The submission of Bid (Hard Copy) will be:
Office of the Superintending Engineer,
Garage Branch, GMC
Near Guwahati Club Flyover, Guwahati

- 1.5.2. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

RFP Notice No. _____ FOR SUPPLY & INSTALLATION OF 2
NUMBERS OF 70 LITRES (35+35) STAINLESS STEEL TWIN 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. GMC's response will be discussed in the pre-bid meeting.

2. To facilitate evaluation of Proposal, GMC may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal. Not with standing anything contained in the RFP 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 RFP Document by issuing an addendum/ corrigendum before Proposal Due Date. Any addendum/ corrigendum thus issued shall be part of this RFP 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 RFP Document. Failure to comply with the requirements of this RFP 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 RFP 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 any 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 RFP document; or
- (d) Failure to comply with the requirements of the RFP document; or
- (e) Any Bid that is received after the Proposal Due Date; or
- (f) Any bid that is not accompanied by the RFP 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 RFP 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 RFP 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 Financial years of the bidder. Copy of Annual Turn over certificate duly certificate from registered C.A along with UDIN No. should be attached.
- (b) Experience in Supply and Installation of Stainless Litter Bin etc. to Govt. or Private agency. Proof of such experience to be attached
- (c) Preference will be given to presence in Assam. Proof to be attached
- (d) The bidder 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
- (e) 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 RFP Document.
- (f) Copy of PAN Card, GST Registration certificate, GMC Registration Certificate & Labour Licence.
- (g) All Bids must be submitted, duly signed by the Bidder.

Bidders may note that GMC will not entertain any deviations to this RFP 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 RFP 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 fax/ post/ courier/E-Mail:

Commissioner, Guwahati Municipal Corporation
Panbazar, Guwahati-01
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 RFP 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 RFP 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 RFP 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 RFP 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 RFP document. There will a minimum qualifying score for the Technical Bid as per criteria specified in the RFP 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 RFP 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:

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

Envelope 1: Technical Bid containing the following:

- a. Bid Processing 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 similar work in the past
- g. Proof of presence in North-East, if applicable
- h. Tourn over Certificate for past 3 Financial years dully Certificate by registered C.A along with UDIN number.
- i. Anti-collusion undertaking.
- j. RFP 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, GST Registration Certificate, Labour Licence & GMC Registration.
- 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 Bid Processing 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 70 (35+35) LITERS METALLIC 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 RFP document from the GMC;

- d. Members of the consortium shall nominate one member as the Lead Member in line with terms of the RFP 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 1,00,000.00 (One Lakh 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 RFP 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 Bid Processing Fee & Bid Security/EMD, as stated in the RFP 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 RFP document. A bid shall be considered responsive if it satisfies the criteria stated below:

- a) The Proposal is submitted with the Bid Processing Fee & Bid Security as stipulated in the RFP.
- 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 RFP.
- e) The bid contains all the contents of Proposal indicated in the RFP
- f) The Proposal contains all the formats specified in the RFP and as per details in the Data Sheet
- g) The bid adheres to and mentions the Proposal Validity Period as set out in the RFP
- h) The Proposal should not contain any qualification or condition.
- i) Each page of RFP 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 RFP 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 RFP. If the Proposal 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 RFP.

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 RFP would be opened and evaluated.

Scoring Pattern for Technical Bid Stage

Sl. No.	Parameter	Maximum Marks
1	Responsiveness to the RFP Document	25
2	Financial Strength	25
3	Experience in Supply and Installation of Stainless Litter Bin	30
4	Presence in Assam in terms of operation	20
TOTAL		100

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 70 litres (35+35) metallic litter bins mounted onto a steel mounted frame as per the specifications and quantity mentioned in Annexure.
- 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 70 litre (35+35) metallic 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 300 mm diameter cylindrical Stainless 304 grade Steel and the litter bins should be raised to a height of 1.2 mt from the ground level.

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 metallic litter bin for solid waste

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 metallic litter bin for solid waste 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: Contact:
4	Fax: E-mail:
5	Place for incorporation/registration: Year of incorporation/registration:

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

3. Annual Turnover (in Indian Rupees): For the last three years ending (31/03/2020)

4. 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.

5. Details of Contacts for the firm:

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

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
2017-2018		
2018-2019		
2019-2020		

5. Annual Turn over Certificate for past 3 Financial years duly Certificate by registered C.A along with UDIN number.
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.

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

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.

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

ANNEXURE 6**SPECIFICATION OF 70 LITRE METALLIC TWIN LITTER BINS**

The Bin should be one piece fabricated, heavy duty waste bin of approximately 70 (35L*2) litres capacity made out of the material conforming to IS 14756:2000 & IS 5522:1992 or equivalent, absolutely smooth and sanitary, chemical resistant, anti-corrosive, anti-acidic and non-toxic. The bins should satisfy the critical requirement of MSW Rules, 2000 as per the drawings enclosed.

Dimensions of the Bin:

Volumetric capacity	: 70 Litres
Thickness of the Steel	: 0.6 M.M of Cylinder Sheet & 0.7 M.M of the Bottom Circle
Stand	: Fully stainless steel SS 304 of appropriate weight and height as per design.
Design of Bin	: High impact strength, rough and tough. Designed without sharp corners or welds. Light weight and easy to handle. Hygienic and easy to clean
Lid	: Fully open able
Durability	: Reusable, washable, absolutely smooth and sanitary to satisfy the critical needs of MSW Rules, 2000. 100% rust free and maintenance free.
Painting & Lettering	: As per directions of the departmental officers
Material	: Stainless Steel SS 304 material conforming to IS 14756:2000 & IS 5522:1992 or equivalent
Proffered Product	: G&G, HYPUZ, Degree & Param Udyog.

Following certification/documents required along with this tender: -

1. Green Environment Friendly Certificate,
2. Material Test Report of ASTM A 304 Grade Stainless Steel Quality.
3. Authorized Dealer certificate from manufacture, ISO Certificate etc.

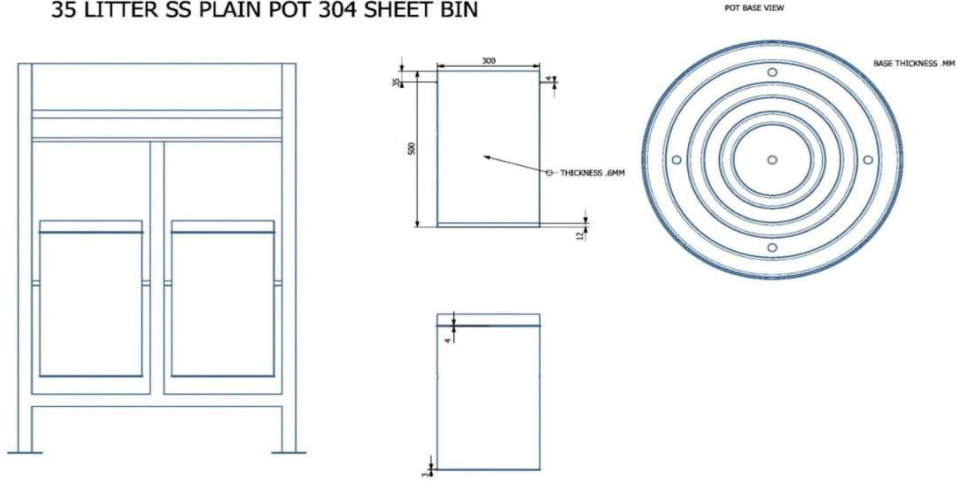
ANNEXURE 7**FORMAT FOR FINANCIAL PROPOSAL**
(on Company letterhead)

<u>Sl. no.</u>	<u>Specification</u>	<u>Total Nos of Unit (In Nos)</u>	<u>Estimated Value (In Rupees)</u>	<u>Rate In Rupees (in figures) inclusive of taxes</u>	<u>Rate in Rupees (In word) inclusive of taxes</u>
1	SUPPLY & INSTALLATION OF STAND MOUNTED METALLIC LITTER BIN FOR SOLID WASTE AS PER SPECIFICATION OF THE RFP	500	1,17,50,000.00		

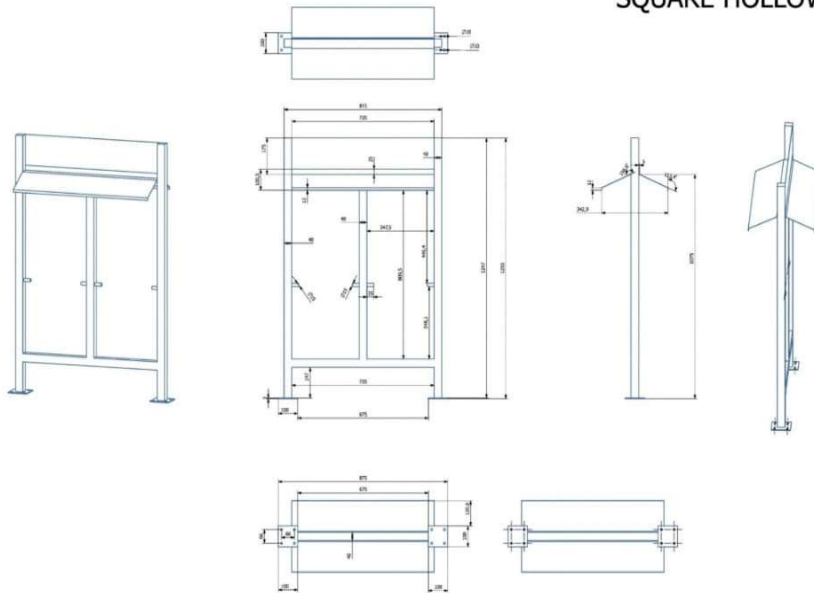
Authorized Signatory
(With Stamp of the bidder)

ANNEXURE 8

35 LITTER SS PLAIN POT 304 SHEET BIN



SQUARE HOLLOW PIPE SS 304



DUSTBIN STAND

Label size - 500 x 957 mm



Label size - 175 x 735 mm

