

**REQUEST FOR PROPOSAL FOR DOOR TO DOOR WASTE COLLECTION
OF SILCHAR TOWN AS A PART OF COMPREHENSIVE SOLID WASTE
MANAGEMENT PLAN**

The Deputy Commissioner cum Chairman, PMU, Clean Silchar Initiative (A Joint Initiative of District Disaster Management Authority, O/o The Deputy Commissioner, Cachar & Silchar Municipal Board, Silchar for Clean, Green & safe Silchar) invites Request for Proposal from the intending NGOs/Agencies/institutions/Organizations for Implementation of:

Door to Door collection of waste from households, offices (Govt. & Private), schools - colleges (Govt. & Private), commercial institutions, Bazar's, Malls etc. within Silchar Municipal Area.

Request for Proposal shall be available on website www.ddmacachar.com & www.silcharmunicipality.org.in & www.cachar.nic.in

Date of commencement of issue of Request for Proposal (RFP)	26 th September, 2016
Last date & Time for submission of Request for Proposal	5 th October, 2016 (2:00 pm)

Sd/-

Deputy Commissioner cum Chairman
PROJECT MANAGEMENT UNIT (PMU), Clean Silchar Initiative,
"My City My Responsibility"
(A JOINT INITIATIVE OF DDMA, CACHAR, & SILCHAR MUNICIPAL BOARD)

REQUEST FOR PROPOSAL

ISSUED BY: PROJECT MANAGEMENT UNIT (Clean Silchar Initiative)

ISSUE DATE: 26th September, 2016.

Closing Time: 5th October, 2016 (2.00 PM)

Contact Persons:

1. CEO, DDMA cum Member Secretary, PMU, Clean Silchar Initiative.
2. DIST. PROJECT OFFICER, DDMA cum Convener, PMU, Clean Silchar Initiative.

Pre-Bid Meeting: 29.09.2016 at 11.00 AM. (Venue DC's Conference Hall).

Presentation by the Bidder: 06.10.2016 at 11.00 AM. (Venue DC's Conference Hall).
(Shortlisted)

1. Executive Summary:

Almost 90 tons per day (tpd) of solid waste is generated in Silchar Municipal Area amongst which 62% of the waste generated are from households. Besides households, other major waste contributors are from offices, markets, commercial establishments, street sweeping etc.

Segregation of waste at source and organized door to door collection is not practiced in Silchar town. In some parts of the town, households simply dispose of their garbage in open grounds, road, drain or into metal bins and containers. It is common for households in Silchar to litter or indiscriminately dump some waste items. This results in clogging of sewage drains and water logging in the town area during the monsoon.

Given the fact that per-capita waste generation per day in the city is over 0.5 kg and there is a shortage of adequate dumping space, management of this huge quantum of waste is a serious problem.

Door to door collection of waste has not yet started in the town although it is clearly mentioned in the Municipal Solid Wastes (Management and Handling) Rules 2000. Sporadic informal waste disposal arrangement is carried in some wards where residents have hired a person who carries the waste in a hand cart in lieu of payment.

To meet the need of the hour, there must be a phenomenal change in the methodology of solid waste management from what is practiced today at the city by the Silchar Municipal Board. The methodology should be such that it is innovative, pragmatic, sustainable and feasible to meet the expected result and make a visible difference in the field.

2. The task ahead is to:

1. Engage suitable NGO/agency/institution/organization for Door to door solid collection of waste from households, offices, shops, market, commercial institutions etc. within Silchar Municipal area.
2. Collect user charges from all category of users by NGO/agency/institution/organization and develop a self-sustaining working model of Door to Door Collection.
3. Ensure Operational efficiency for Door to Door Collection by NGO/agency/institution/organization followed by proper transportation of waste to collection points.
4. Coordination with PMU and implementation of recommendations.

3. Scope of Work & Terms & conditions

3.1 Scope of work

The Scope of Work for Municipal Solid Waste Management for door to door collection of segregated MSW, Street Sweeping and Transportation of MSW to the designated secondary collection point/Transfer Stations.

3.2 Collection, Storage and Transportation of waste

- a) Collection of MSW in the Segregated form at source
 - i) Biodegradable (wet waste).
 - ii) Non- biodegradable (dry- waste).
- b) Collection of wet Municipal Solid Waste on daily basis and dry MSW minimum once in a week.
- c) The NGO or Agency shall collect the dry waste on a regular basis in the different localities on a specified day of a week so that the dry waste will be collected minimum once in a week from all the households and commercial establishments.

- d) Promote MSW segregation at household level through awareness campaigns and other suitable means.
- e) Collection of waste from doorstep by ringing bell and following a fixed time schedule every day. It is the responsibility of the waste generator to give waste to the primary collection vehicle.
- f) Use of appropriate door to door collection vehicles like pushcarts, tricycles and auto tippers in the appropriate ratio depending on the condition, dimension of the street for making the collection and shifting operation easy and efficient.
- g) Preferably auto tippers should have an inbuilt mike system to announce about the door to door collection. Pushcarts & tricycles shall have to carry appropriate bell ringing system of permissible decibels to draw attention of the community.
- h) The NGO/Agency shall maintain a record to keep track of the progress of door to door collection and the same shall be submitted along with the statement through the Chairman and Member Secretary of the Ward Disaster Management Committee constituted by SMB as per Rev. & DM Department OM for information & PMU, Clean Silchar Initiative.
- i) Any non-co-operation of public in offering wastes/ find littering garbage / user charges shall be brought to the notice of PMU with sufficient evidence.
- j) The wet waste shall be transferred from Auto Tippers/ Pushcarts/tricycles to the decentralized (ward level) waste processing units and the dry waste shall be transferred to the dry waste collection centers nearby. The NGO/Agency will be allowed to sell the recyclable waste so collected and retain the amount as an incentive with intimation to PMU.
- k) If there are no decentralized waste processing units, the wet waste shall need to be transferred from Auto Tippers/Pushcarts/tricycles into secondary bins/Compactors/Transfer Stations, so that waste can be transported more economically, efficiently over long distances to the processing facility as per time fixed by PMU.
- l) Bio-degradable waste and Non-biodegradable waste shall not be mixed either at the time of collection or transferring the same to the secondary storage point/Transfer Stations.
- m) **In no case the waste should touch the ground;** it is the responsibility of the NGO/Agency that no waste should be scattered around the secondary collection points/Transfer Stations at any point of time.
- n) If PMU set up decentralized waste processing units inside the ward, the NGO or Agency will be responsible to hand over the segregated waste to the waste processing units situated inside the ward.
- o) Waste from all establishments like hotels, vegetable markets, vendors, poultry & fish outlets, Bivah Bhawans, etc. shall be compulsorily collected without allowing them to throw the waste at untimely hours near the secondary storage points/Transfer Stations.
- p) The personnel deployed for door to door collection of segregated waste shall be provided with identity cards and appropriate protective gears like uniforms, gloves, masks etc. to maintain uniformity provided by NGOs or Agencies.
- q) The NGO or Agency shall be responsible to collect waste from the commercial and market areas of the particular localities/ward as fixed by PMU. The NGO or Agency shall also prepare a list of commercial establishment in its particular ward and submit the same to PMU.
- r) In the case of removal of construction and demolition waste, the NGO or Agency will intimate PMU for providing collection vehicle to the spot after realization of the user charges. Clearing and disposal of the construction and demolition waste will be the responsibility of SMB in consultation with PMU. This particular user charge shall be handed over to Silchar Municipal Board.
- s) In the case of removal of horticulture and garden waste, the NGO or Agency will intimate PMU for providing collection vehicle to the spot after realization of the user charges. Clearing and disposal of the horticulture and garden waste will be the responsibility of SMB in consultation with concerned NGOs or Agencies. This particular user charge shall be handed over to Silchar Municipal Board.

3.3 Street Sweeping

- a) Sweeping of arterial roads, footpaths, lane and pavements with the help of a long handled brooms to be arranged by NGOs or Agencies themselves.
- b) The waste by sweeping the roads needs to be collected using pushcart.
- c) The street sweeping will be done in the arterial roads by the NGOs or Agencies regularly. Street sweeping in the main road will be done by the SMB in consultation with PMU. SMB will notify the list of main road from time to time to be cleaned by SMB in consultation with PMU.
- d) Night sweeping/cleaning and Transportation shall be envisaged as a routine work at eventful commercial areas.
- e) The successful bidder shall, sweep the major markets and surrounding areas and ensure cleanliness. The MSW so collected shall be transported to the designated secondary collection points/Transfer Stations.
- f) The collection, street sweeping and related work shall be done as per the approved Implementation plan and the waste so collected shall be transported on the same day to the designated secondary collection points/Transfer Stations.
- g) Care shall be taken that the sweeping activity does not hinder traffic movement on the roads.
- h) Collect the MSW indiscriminately thrown in public places and transport the same along with the street sweeping waste to the designated secondary collection points/Transfer Stations.
- i) The NGO or Agency shall remove the MSW and shall clean the litter /community bins on a daily basis during street sweeping and more so during festivals and other community functions by engaging number of labors and vehicles.
- j) The Successful bidder shall deploy more numbers of labors, vehicle and equipment's during festival period like Durga Puja, Biswakarma Puja, Saraswati puja, Ganghi-Mela, Eid, Christmas and other Melas, Public Meetings etc.
- k) Each worker involved in sweeping activity shall use identity cards, uniform, rubberized gloves, reusable masks, brooms, drain scrapers, forks, scrapers and other appropriate tools to perform their duties effectively and hygienically as provided by the concerned NGOs or Agencies.

3.4 Bulk and other MSW collection and transportation:

- a) The bulk waste generators like Apartments, hotels/ restaurants, marriage halls, social gatherings market waste etc., should be segregated into:
 - Bio degradable and
 - Non- bio degradable waste
- b) The bulk waste generated from such source to be collected in segregated form, the wet waste shall be transported to the designated secondary collection points/Transfer Stations and dry waste shall be transported to dry waste collection centers.
- c) The NGO or Agency should collect dry-waste generated from the households and commercial establishments regularly and transport the same to the secondary collection points/Transfer Stations. The NGO or Agency is allowed to sell the recyclable waste from the dry waste collected by them as an incentive with intimation to PMU.
- d) The NGO or Agency shall be responsible for informing SMB for clearance and safe disposal of dead stray animals and birds in their jurisdiction within 1 hour to designated locations. SMB will be responsible for clearance of the same to designated sites.

3.5 Collection of user Charge:

- a) The NGO or Agency will collect user charge from each household and commercial establishment etc. at an approved rate by PMU. PMU will notify from time to time the amount of user charge to be levied to each category of waste generator.
- b) The collected user charge will be deposited to their respective account within 24 hours from the date of collection with intimation to the PMU.
- c) The user charge will be collected against the money receipt issued by PMU or SMB only.

- d) Daily collection statement of user charges has to be submitted to the Member Secretary, PMU, Ward Commissioner and the Secretary, Ward DM Committees by email or any other means by the NGO or Agency in a prescribed format. Collection of user charges will be the sole responsibility of the NGOs or Agencies and they can utilize the fund so generated for operational expenditure and capital investment/expenditure to be purchased of equipment's, machinery, vehicles etc. for solid waste door to door collection.

3.6 Other conditions

- a) The NGO or Agencies shall also be responsible for managing the annual increase in the waste generation due to increase in population and number of households for the entire contract period including roads/ carriage ways including right of way owing to further development of the city.
- b) The Bidder shall submit to PMU, an action plan on how the MSW is collected & transported locally, the routing of Push carts, tricycles and Auto Tippers, and shall give proper directions regarding the same to engage workers & Drivers.
- c) The NGO or Agency has to furnish PMU with the work mobilization chart within 7 days from the date of issue of LOA and before agreement is signed to the satisfaction of PMU, clearly stating how the contractor intends to go about with the contract, mentioning the time frame, the methodologies and route map.
- d) The service provider shall obtain all necessary and obligatory licenses from the concerned authorities and abide by it like, labour license etc. The intending contractor is responsible for maintaining the labour force, as per the applicable laws of the land.
- e) It is the responsibility of the NGO or Agency to pay all kinds of taxes as per government rules on top priority.
- f) The successful bidder shall engage laborers above 18 yrs. of age.
- g) The NGO or Agency shall in its implementation plan as per approval of PMU will submit the required number of tools, equipment's and the same should be managed by the concerned NGOs or Agency for local transportation etc. SMB will supply some tools, equipment's and vehicles in consultation with PMU. The Operation of these tools and vehicles including POL will be responsibility of the NGO or Agency at their own cost. Maintenance of these tools, equipment's and vehicles will be the responsibility of NGO or Agencies.
- h) The NGO or Agency shall provide dedicated manpower and the work force should be acceptable by PMU. In case of contingency the bidder should have reserve manpower to deploy as per the requirement. As per MSW Rules 2000, for every 200 nos. of households one manpower need to be engaged.
- i) The NGO or Agency has to ensure that all the SWM vehicles are washed and disinfected at least THRICE in a week.
- j) The NGO or Agency shall make all efforts to motivate the workers in the use of all safety equipment's and protective gears compulsorily and shall have awareness program periodically.
- k) The Successful bidder shall engage requisite number of supervisors and provide them with mobile phones so that they can be contacted. Their mobile number shall be made available to the Ward DM Committees/SMB field staff and public.
- l) Prompt attention to complaints, grievances, and emergency situations including festival seasons.
- m) There should be Co-ordinated efforts to create public awareness.
- n) The NGO or Agency shall establish an office in the areas where they operate and the communication facilities shall be made available to SMB officials.
- o) The NGO or Agency shall provide a place in each ward to keep the auto tippers/tricycle/pushcarts in order to avoid the auto tippers /push carts/tricycles from being left on the roadside.
- p) Report of non-compliance of MSW management practices by waste generators to the SMB.
- q) Maintain a complaint register for registering the grievances of the waste generators and other stakeholders.

- r) NGO or Agency will be at the disposal of the **Ward DM Committee** headed by the Ward Commissioner. The NGO or Agency will work in close coordination with the Ward DM Committees. NGO or Agency will follow the guidelines issued by PMU or SMB from time to time.
- s) Obtain Compliance certificate from Ward DM Committees notified by SMB and SMB officials will be responsible for monitoring and supervision of SWM as set out in the Schedule. Any complaints of garbage collection not satisfactorily attended shall be liable for the penalty as per the penalty clause and the same will be notified later on.
- t) The NGO or Agency shall provide Photo identity cards for all his employees indicating the name, address, age, ward number, etc. to be authenticated by PMU or SMB.
- u) It will be the responsibilities of the NGO or Agency to keep a count of Number of Households in their respective wards. For this purpose, a record in the form of a datasheet (format to be provided by PMU) must be kept. This datasheet is to be signed by each house owner which is verifiable by SMB.
- v) If any NGOs/Agencies have their own land for which can be dedicatedly used for this project purpose, due weightage will be given.
- w) NGOs or Agencies should have 3 years' existence. Activity report should be submitted for the same.
- x) Selected bidders must submit Rs. 50,000/- (Rupees fifty thousand) only as a security deposit to PMU through bankers cheque in the name of the Deputy Commissioner cum Chairman, PMU, Clean Silchar Initiative.
- y) All the bidders must organize awareness generation in the banner viz. "My City My Responsibility" and in bengali "Aamar Shahar Aamar Dayitya" campaign.
- z) Bidders must ensure one garbage collector for minimum 200 household and if feasible 2 (two) garbage collectors for smooth and timely collection.
- aa) User charge/Rate/Collection chart (as per INR) as per annexure - A.
- bb) Bidders may submit proposal for maximum 2 (two) zones out of 9 (nine) zones.
- cc) Zones are as follows:

Zone No.	Wards (Included)
Zone - 1	Ward No - 1, 2, 3 & 4.
Zone - 2	Ward No - 6,7, 8 & 23.
Zone - 3	Ward No - 9,10 & 12.
Zone - 4	Ward No - 13,14,15 & 16.
Zone - 5	Ward No - 17, 18 & 20.
Zone - 6	Ward No - 21, 22 & 11.
Zone - 7	Ward No - 24, 27 & 28.
Zone - 8	Ward No - 19, 25 & 26.
Zone - 9	Ward No - 5.

3.7 Health & Safety Equipment's

- a) The NGO or Agency shall make an arrangement to clean all the tools, equipment's and vehicles once in two days to avoid communicable diseases to workers.
- b) Shall make arrangement for health checkup of all workers once in three months.

3.8 Responsibility of SMB & PMU:

- a) SMB will be responsible for notifying the list of main roads to be swept by SMB and remaining roads in the wards to be swept by NGOs or Agencies.
- b) PMU will be responsible for notifying the schedule of user charge to be collected from each category of waste generators.
- c) SMB in consultation with PMU will be responsible for providing the NGO or Agency with all tools, equipment's and vehicles to be used for secondary collection (means collection

point to dumping ground). The replacement of tools, equipment's and vehicles will also be the responsibility of SMB.

- Tools: -
 - a) Shovel
 - b) Fork
 - c) Spade
- Equipment's: -
 - a) Pushcarts
 - b) Containerized tricycles
- Vehicles: -
 - a) Auto tippers

d) SMB will provide bins to the households at a subsidized rate for source segregation in phased manner. The bins can be procured from the designated NGO or Agency responsible for primary collection in that particular ward.

4. Special Condition of Contract:

4.1 Workers

The Successful Bidder shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all workers and Supervisors, and for their payment.

The Successful Bidder shall, if required by the PMU, deliver to the PMU a return in detail, in such form and at such intervals as the PMU may prescribe, showing the numbers of the several classes of workers, with their details from time to time employed by the successful Bidder for the said work and such other information as the PMU may require.

4.2 Compliance with labour regulations:

During continuance of the contract, the Contractor and his sub-contractors shall abide at all times by all existing labour enactments a rules made hereunder, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority.

4.3 Compliance with MSW Rules

The NGO or Agency shall take all reasonable steps to comply the MSW Rules (Management and Handling) 2000 during the execution of the contract.

4.4 Protection of Environment:

The NGO or Agency shall take all reasonable steps to protect the environment on and off the field and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation. During continuance of the contract, the contractor shall abide at all times by all existing enactments on environmental protection and rules made there under, regulations, notifications and bye-laws of the State or Central Government, or local authorities and any other law, bye-law, regulations that may be passed or notification that may be issued in this respect in future by the State or Central Government or the local authority.

4.5 The NGO or Agency will keep close liaison with PMU/SMB, of the City for proper functioning of the garbage disposal in a hygienic manner.

4.6 Time Schedule

The Successful operator shall adhere to the time schedule set out in the table below or as decided by the PMU for implementation of the MSWM. The successful bidders shall also ensure additional cleaning requirement on festival and other contingency caused by rain and other natural disasters requiring appropriate garbage and other clearing.

Sl. no	Activity	Time Schedule
---------------	-----------------	----------------------

Sl. no	Activity	Time Schedule
1	a) Daily Door to Door collection of MSW from Various Households.	a) 5 am to 8 am
	b) commercial establishments	b) 7 pm to 9 pm
2	Daily Street Sweeping	5 am to 8 am
	i) Lanes Arterial Road and Sub-Arterial roads, markets, other than specified. ii) Footpaths, public places.	Daily
3	Markets. (Two shift)	7.30 AM to 12.30 PM
		4 PM to 8 PM
4	Night sweeping for Selected roads/Areas.	After 8 PM

5. RFP Process:

- i) The Chairman PMU, Clean Silchar Initiative is the Letter of Acceptance/Work Order issuing authority as relates to this RFP and the agreement will be signed between PMU and concerned NGOs or Agencies.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the PMU reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The PMU offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the PMU decides to select an applicant for the services, at that time a detailed LOA will be issued to the applicant selected. This LOA will not be made available until the selection of a successful applicant.
- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with PMU.
- vi) The PMU reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The PMU will not be liable for any costs of any applicant participating in this RFP.

6. INSTRUCTIONS TO APPLICANT

A. General Requirements

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the PMU will be considered as valid proposals by the Authority.
- iii) The RFP is not an empanelment Order. A separate empanelment Order will be made available after selection.
- iv) All information supplied by the PMU in connection with this RFP shall be treated as confidential.

B. Timetable

The RFP timetable is given below. The PMU retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

Activity	Date
Issue of RFP Document	26 th September, 2016
Deadline for Proposal submission	5 th October, 2016 (2.00 PM)

C. Submission of RFP

- i) Potential Applicant must submit complete proposal.
- ii) Only one original form of proposal signed by the authorized signatory in ink is required by the PMU. No typed or pencil signatures will be accepted.
- iii) Applicants are required to submit one printed original hard copy of the proposal document. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- iv) The proposal must be submitted without any overwriting, corrections, double typing, etc.
- v) Applicant will submit their proposal in two parts. The first part will contain the Technical Proposal. The second part will contain the Financial Proposal.
- vi) The Technical Proposal should include the operational, managerial, staff and labour management proposition.
- vii) The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- viii) The sealed envelope containing the proposal must be received in the office of the Deputy Commissioner, Cachar (1st Floor, Rev. Building in-front of Conference Hall & Near to PA to DC's Office Chamber) by 2.00 PM up to 5th October, 2016. Envelopes /documents received after the stated time and date will be rejected.
- ix) The proposal shall be opened in-front of all the bidders or their authorized representatives at 3.30 PM on 5/10/2016 in the Conference Hall of the Office of the Deputy Commissioner, Cachar.

D) Preparation of RFP Document

Technical Bid

- i) The technical proposal will have the detailed Design and Implementation Strategy of Door to Door Collection of waste.
- ii) The Approach and Methodology for the Design and Implementation Strategy of Door to Door Collection of waste should be detailed which will showcase the understanding of the applicant on the requirements of the concept.
- iii) The applicant is also expected to showcase their past experience in related field and due weightage will be given.

Financial Bid

- i) The Financial bid will be Implementation of Door to Door Collection of waste of Silchar town only as per the Scope of Work and collection of user charges.
- ii) The prices are to be entered in Indian Rupees INR (%age values are not allowed).

- iii) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- iv) The final Financial Bid of the applicant shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
- v) PMU shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.
- vi) Shortlisted bidders shall have to deposit security money to be fixed by the PMU.

E) Period of Validity

Proposals must remain open for acceptance for a minimum of 10 days.

7. EVALUATION OF PROPOSAL

- 1) To meet the requirements, as spelt out in the RFP, the selected Applicant must have the required eligibility in providing services in the relevant fields specified for the entire period of the contract.
- 2) Evaluation criteria proposed to be adopted will be based on the Quality and superiority of the Technical Bid of the Applicant. The evaluation would consist of following phases
 - Phase I: Evaluation of Technical Bids with 70 % weightage.
 - Phase II: Evaluation of Financial Bids with 30% weight age.
- 3) It is mandatory for the Applicant to obtain overall 50% Technical marks under each element of the Technical Evaluation Bid Criteria.

Phase I: Evaluation of Technical Bids

Part I. In this part, the technical bid will be reviewed for compliance of the bids with the necessary technical requirements and Scope of Work of this Request for proposal (RFP).

Part 2 In this part, the technical bid will be analyzed and evaluated based on specific skills of the applicant in SWM, experience of key personnel in allied field, adequacy of the proposed approach and methodology and understanding the requirements of the concept and prior credentials of the Applicant as per the following matrix:

	Bid Element	Total Marks	<u>Minimum</u> Qualification Marks
1.	Operational, Managerial and Human Resource Management skills in Solid Waste Management and related areas.	40	20
2.	Methodology of Door to Door Collection of waste and collection strategy of user charges.	40	20
3.	Knowledge in integrated Solid Waste Management and local culture, language, demographic attributes, user's behavior etc.	20	10

Phase II: Evaluation of Financial Bids

I. The Financial Bids of all those Applicants who are technically qualified shall be opened.

	Bid Element	Total Marks	<u>Minimum</u> Qualification Marks

1.	Financial contingency requirement ability. Bank financial soundness certificate from Bank.	40	20
2.	Statutory documents, Actual, Provisional and Projected Balance sheets, labour and tax registration papers, Feasibility analysis etc.	40	20
3.	Financial credentials and transparency.	20	10

2. Right to Vary Scope of work at the time of Award:

The PMU may at any time, by a written order given to the Applicant, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Applicant's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed terms and conditions, or both, and the Letter of Acceptance (LOA) & Agreement shall accordingly be amended. Any claims by the Applicant for adjustment under this Clause must be asserted within 7 (Seven) days from the date of the Applicant's receipt of the PMU's changed order.

3. Right to accept any Bid and to reject any or all Bids:

The PMU reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Applicant or any obligation to inform the affected Applicant of the grounds for the PMU's action.

4. Confidentiality of the Document:

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

5. Rejection Criteria:

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

- a. Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Applicant
- b. Bids providing information that are found to be incorrect/ misleading at any stage / time during the bidding Process
- Technical Bid containing financial details
 - c. Bids that reveal contents in any form or by any reason before opening the Financial Bid
 - d. Bids in which the total lump sum price quoted by the Applicant is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
 - e. Bids made through Telex /Telegraphic / Fax/E. Mail
 - f. Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
 - g. Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP.

Annexure - A

User Charge chart: (All amount in INR)

Sl. No	Category	User Charge (In INR)
1.	Household (as per family)	Rs.50/- Per Month
2	Offices (Govt. / Pvt.)	Rs. 200/- Per Month
3	Schools (Govt. /Pvt.) (Less than 500 students - free)	Rs. 100/- per Month (Govt. & Provincialized) Rs 500/- Per Month (private)
	College/Junior College (Both Govt. & Private)	Rs. 500/- per Month.
4.	Shops (Non franchise, outside any Mall/Shopping Complex.	
	Small Shops	Rs. 100/-
	Big Shop	Rs. 250/-
	Retail chains (Big Bazar, Vishal, Metro Bazar)	Rs .2000/ Per Month
4	Road Side Vendors (including vending zone)	Rs.5/- Per day.
	Roadside Fast Food & Chat House etc.	Rs. 10/- per day
5	Godowns & Warehouse	
	Upto 1000sft	Rs.250/-Per Month
	1000sftto5000sft	Rs.500/-Per Month
	Morethan5000sft	Rs.1000/-Per Month
6	Hotels, Restaurants & Open Enclosure	
	Restaurants & Hotels without accommodation,	Rs. 1000/- Per Month
	Hotel & Lodging with accommodation	Rs.2000/- per month
	Marriage Halls, Public meetings	Rs. 1000/- per function.
7.	Medicine Shop	Rs. 300/-
8	Wine Shops	Rs.500/-Per Month
9	Big Fast Food chains like KFC, Dominos, Pizza Huts,	Rs.2000/-Per Month
10	Educational Institutions	
	Play Schools	Rs.100/-Per Month
	Coaching Centre	Rs.300/-Per Month
11	Hats/Markets	Rs. 100/- per month per stall.
11	Health Care Unit	
	Medical Laboratory/Diagnostic Centres/Pathological Centres/Doctors Clinic (Withoutbeds)	Rs.1000/-Per Month
12	Cinema Halls & Multiplex	Rs. 2000/-Per Month
13	Beauty Parlour, SaloonSpa	
	Beauty Parlour, Saloon, Spa	Rs.200/-Per Month
14	Showrooms, Service Centres & Garages	
	Small Garages/Service Centres/Showrooms.	Rs.500/-Per Month
16	Exhibition Grounds	Rs. 500/- per day.
17	Hostel & Paying Guest Hostels	Rs.500/-Per Month

18.	a) Small Industry upto1000sft	Rs.500/-Per Month
	b) Industries>1000sft	Rs. 750/- Per Month
19	Printing Press	Rs.300/-Per Month
21	Petrol Pump	Rs. 300 Per Month

Approved

Sd/-

Deputy Commissioner cum Chairman
PROJECT MANGEMENT UNIT (PMU), Clean Silchar Initiative,
“My City My Responsibility”
(A JOINT INITIATIVE OF DDMA, CACHAR, & SILCHAR MUNICIPAL BOARD)