

# MUNICIPAL CORPORATION, AMBIKAPUR DISTT. SURGUJA (C.G.)

## Recruitment of Consulting Firm for

DETAILED PROJECT PREPARATION & DESIGN CONSULTANT  
(DPPDC)

*For*

BIO-METHANISATION & FERTILIZER PLANT OF ORGANIC MSW  
GENERATED IN AMBIKAPUR UNDER  
SWACHH BHARAT MISSION

## Request for Proposal

Issued on: ...../...../.....

**Employer:**

*Municipal Corporation, Ambikapur,*

**Through-**

*Commissioner, Municipal Corporation, Ambikapur*

**Address -**

Administrative Buliding,  
Kedarpur, Ambikapur  
Distt. Surguja (CG)

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**Mission Name** : Swachh Bharat Mission

**Name Of The Department** : Municipal Corporation Ambikapur, Chhattisgarh

**Title Of Consulting Services** : Detailed Project Preparation & Design Consultant (DPPDC) for Bio Methanisation & Fertilizer Plant of Organic MSW Generated In Ambikapur, Chhattisgarh, Under Swachh Bharat Mission

# **Section - 01**

## **RFP Notice-II**

# MUNICIPAL CORPORATION, AMBIKAPUR

Administrative Building, Kedarpur, Ambikapur, District –Surguja

Phone 7774-236394, Fax 7774-236393 E-mail:- [nagarnigamambikapur@gmail.com](mailto:nagarnigamambikapur@gmail.com)

F.No./893/AMC./2016-17

Ambikapur Dated 09/01/2017

## **RFP NOTICE - II**

### **SELECTION OF CONSULTING FIRM FOR DETAILED PROJECT REPORT PREPARATION AND DESIGN CONSULTANT (DPPDC) FOR BIO-METHANISATION & FERTILIZER PLANT OF ORGANIC MSW GENERATED IN AMBIKAPUR UNDER SWACHH BHARAT MISSION**

Municipal Corporation Ambikapur invites proposals for Selection of Consulting Firm for Detailed Project Report Preparation & Design Consultant (DPPDC) for Bio Methanisation & Fertilizer Plant for Organic MSW generated in Ambikapur under SBM. Interested organizations should provide information demonstrating that they have the required qualification and relevant experience to perform the relevant tasks. Detailed information docket may be downloaded from official departmental website <http://www.nagarnigamambikapur.co.in> or may be obtained from the office of the undersigned during office hours. RFP (as mentioned in the information docket) along with the EMD of Rs.5000/- must be delivered through registered post/Speed post only on the address below to reach by **25/01/2017** by **15:00 Hrs.**

Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published in the departmental website only. The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.

**Commissioner**  
Municipal Corporation  
Ambikapur

## **Section - 02**

# **Instructions to Consultants**

## 1. **Standard Definitions:-**

- (a) “Employer” means the Department who have invited the bids for consultancy services and/ or with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.
- (b) “Consultant” means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- (d) “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the government of India
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Domestic Personnel” means such professionals and support staff who at the time of being so provided had their domicile in India.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP.

- (l) “SRFP” means the Standard Request for Proposals, which must be used by the Employer as a guide for the preparation of the RFP.
- (n) “Assignment / job” means the work to be performed by the Consultant pursuant to the Contract.
- (o) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Assignment/job.
- (p) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

## **2. Introduction:-**

The Employer named in the Part II Data Sheet will select a consulting firm/organization (the Consultant) from those to whom the LOI has been addressed, in accordance with the method of selection specified in the Part II Data Sheet.

The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section5.

The date, time and address for submission of the proposals has been given in Part II Data Sheet.

The Consultants are invited to submit their Proposal, for consulting Assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

Consultants should familiarize themselves with Local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Employer’s representative named in part II Data Sheet before submitting a proposal and to attend a pre-proposal meeting if one is specified in the Part II Data Sheet.



Attending the pre-proposal meeting is optional. Consultants should contact the Employer's representative to arrange for their visit or to obtain additional information on the pre-proposal meeting. Consultants should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements.

The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.

Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### **3. Eligibility of Association of consultants and Sub-Consultants :-**

Association of consultants and sub-consultants is not allowed for undertaking the assignment.

### **4. Clarification and Amendment of RFP Documents:-**

Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 4.2 below.

At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## 5. Conflict of Interest :-

Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set for the below:

**Conflicting activities:** (i) A firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation.

**Conflicting Assignment/job;** (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Employer in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. **Similarly, a Consultant hired to prepare Terms of Reference for an Assignment/job shall not be hired for the Assignment/job in question.**

**Conflicting relationships** (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

No agency or current employees of the Employer shall work as Consultants under their own ministries, departments or agencies.

## **6. Unfair Advantage :-**

If a Consultant could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5 above, the Employer shall make available together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

## **7. Proposal :-**

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

Consultant may submit proposals for any or all the clusters, however only one cluster will be awarded to a Consultant. In case a Consultant is highest ranked Bidder for more than one cluster, based on the evaluation methodology as set out in this RFP, the Consultant will be given a choice of cluster it would like to undertake. Upon which selection, the proposals of the Consultant under the remaining clusters will be deleted and the proposals will be re-evaluated and ranked again.

One cluster per Consultant will be awarded. Choice of cluster will be given to Consultant. If a Consultant is L1 in more than one cluster in which case L2 will be ask to undertake cluster at L1 quote if not accepted by L2, L3 will be requested to do at L1 quote.

All cities in Cluster to be undertaken simultaneously.

## **8. Proposal Validity :-**

The Part II Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance the Employer shall not consider such proposal for further evaluation.

## 9. Preparation of Proposals :-

The Proposal as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in English language, unless specified otherwise.

In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- (a) A brief description of the consultant's organization will be provided in Form Tech-2. For each Assignment/job, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the Assignment/job, contract amount, and Consultant's involvement. Information should be provided only for those Assignment/jobs for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignment/jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract for all the assignments

mentioned in the proposal.

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including: administrative support, office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section3).

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared nonresponsive.

**Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 4).It shall list all costs associated with the Assignment/job, including all overhead expenses. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign (if applicable) and domestic expenditures. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

## **10. Taxes**

The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes must be included by the consultant in the financial proposal. The service tax as applicable shall be paid by the Employer as per the current prevailing rates.

## **11. Currency**

Consultants shall express the price of their Assignment/job in India Rupees. [In case of assignment where payments in foreign currency are allowed to be made, the consultants are free to make their quote in any foreign currency. The employer shall mention the provision regarding conversion of such foreign currency to Indian

Rupees]

## 12. Earnest Money Deposit (EMD) and Bid Processing Fees :-

### Earnest Money Deposit

- I. An EMD of **Rs. 5000.00 (Indian Rupees Five Thousand only)**, in the form of DD/FDR/Bank Guarantee (Format annex-I) drawn in favour of the Employer (Commissioner Municipal Corporation Ambikapur, Chhattisgarh) and payable at **Ambikapur (city)**, must be submitted along with the Proposal.
- II. Proposals not accompanied by EMD shall be rejected as non-responsive.
- III. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- IV. Bank Guarantee will be accepted for earnest money deposit.
- V. The EMD of the bidders would be returned back within one month of signing of the contract.  
The EMD shall be forfeited by the Employer in the following events:
  - I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
  - II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
  - III. If the consultant tries to influence the evaluation process.
  - IV. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).



### **13. Submission, Receipt, and Opening of Proposal :-**

The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposals, Financial Proposals, EMD and bid processing fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection.

**If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

The Proposals must be sent to the address/addresses indicated in the Data sheet and received by the Employer no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

## **14. Proposal Evaluation :-**

From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants 'Proposal.

### **15.1 Evaluation of Technical Proposals:**

The officer evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

The evaluating officer shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Datasheet.

### **15.2 Public opening & evaluation of the Financial Proposals: -**

Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultant's representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.

The evaluating officer will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Officer shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been

included in the RFP, no corrections are applied to the Financial Proposal in this respect.

Normally, the date will be the date of opening of the tender unless specified otherwise in the Data sheet. After opening of financial proposals, appropriate selection method shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet This selected consultant will then be invited for negotiations, if considered necessary.

## **15. Negotiations :-**

Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

Technical negotiations: If required technical negotiation may be held. Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any

suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Consultants will finalize the Terms of Reference, work schedule, logistics, and deliverables. These documents will then be incorporated in the Contract as “Description of Assignment/job”. Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

Financial negotiations: After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

Availability of Professional staff/experts: Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during contract negotiations.

unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organization. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the employer will reject all the proposals received and invite fresh proposals.

## **16. Award of Contract**

After completing negotiations the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

The consultants will sign the contract after fulfilling all the formalities/pre-conditions including Performance Guarantee as mentioned in the standard form of contract in Section-6, within 7 days of issuance of the letter of intent.

The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

## **17. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

**INSTRUCTIONS TO CONSULTANT**  
Part-II  
**DATA SHEET**

Clause No. of Data Sheet	Ref of ITC	Particulars	
01	02	03	04
01.	2.1	Name of the Employer:	Municipal Corporation Ambikapur
02.	2.2	Name of the Assignment/job is:	DETAILED PROJECT PREPARATION & DESIGN CONSULTANT FOR BIO - METHANISATION & FERTILIZER PLANT FOR ORGANIC MSW GENERATED IN AMBIKAPUR
3.	2.5	A pre-proposal meeting will be held:	YES Date: ...../...../2017 Time:12:00 hrs Venu: Admistrative Building, Municipal Corporation Ambikapur Pin code- 497001
4	14.4	Date & time and address for submission of proposal/ bid:	
		Date	...../...../2017
		Time	15:00 hrs
			<b>Mr. Lavkush Singroul</b> Commissioner Municipal Corporation Ambikapur

5	2.5	The Employer's representative is:	Municipal Corporation Ambikapur
		Address:	<b>Mr Lavkush Singroul</b> Commissioner Municipal Corporation Ambikapur Administrative Building, Municipal Corporation Ambikapur Pin code– 497001
		Telephone:	+91-7774-236394,
		Facsimile:	+91-7774-236393
		E-mail:	<a href="mailto:nagarnigamambikapur@gmail.com">nagarnigamambikapur@gmail.com</a>
6	2.6	The Employer will provide the following inputs and facilities:	All facilities related to assignment to be arranged consultants.
7		The Employer envisages the need for continuity for downstream work:	No
8	8.1	Proposals must remain valid days after the submission date, i.e. until:	120 days [...../...../2017]
9.	4.1	Clarifications may be requested not later than days before the submission date.	10days [...../...../2017]
		The address for requesting clarifications is:	<b>Mr.LavkushSingroul</b> Commissioner Municipal Corporation Ambikapur Administrative Building, Municipal Corporation Ambikapur Pincode– 497001

		Facsimile:	07774-236393
		E-mail:	<a href="mailto:nagarnigamambikapur@gmail.com">nagarnigamambikapur@gmail.com</a>
12	9.4		In addition to technical proposal, Consultants are required to submit financial proposal (as per forms prescribed in Section 4). Submission of the technical and financial proposal in improper form will render the proposal liable to be rejected.
13.	9.4	The formats of the Technical Proposal to be submitted are:	
		Form Tech 1: Letter of Proposal submission	
		Form Tech 2 : Consultant's organization & experience	
		Form Tech 3 : Comments & suggestions on TOR	



		Form Tech 4 : Work Schedule	
		Form Tech 5:Information regarding any conflicting activities and declaration thereof.	
17.	Expected date for commencement of consulting Assignment/job		...../...../2017
18.	Period of Completion		21 days from the date of issue of Work Order
18.	Location for performance assignment / job:		Municipal Corporation Ambikapur
18.	15.7	Method of Selection	Least Cost to Employer

## **18. Procedure for Detailed evaluation of technical qualifications :-**

For eligibility, the Consultant shall have at least:

1. The consultant must be Registered/ Empanelled with Ministry of New & Renewable Energy (MNRE) or empanelled in SBM by GOI for similar nature works.
2. The Consultant should have a minimum average annual turnover of Indian Rs. 5.00 Lakh (**Rupees Five Lakh**) during the last three (3) financial years.
3. The Consultant should have experience in preparation of DPR of similar assignment of capacity not less than 3000 cubic mts at government (Central/state/Municipal) or Private sectors.

## **19. Method of Selection: -**

The financial proposal of consultants fulfilling minimum technical qualification as prescribed in para.18 will be opened. Method of selection will be based on least cost to the employer.

## **Section - 03**

### **Technical Proposal - Standard Forms**

## LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees..

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

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.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain,

**Yours sincerely,**

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## Form 2: Consultant's organization & experience

### Form 2A: Format for Details of Consultant

#### 1. Details of Consultant

a.	Name of consultant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Service Tax Registration Number (copy).	:	
j.	Permanente Account Number (copy).	:	
k.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

## Form 2B: Format for Financial Capability of the Consultant

(Equivalent in Rs. crores)

<b>Consultant*</b>	-----(Name of Consultant)				
<b>FY</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Total</b>	<b>Average</b>
<b>Annual Turnover</b>					
<b>Net Profit</b>					
<b>Certificate from the Statutory Auditor</b>					
<p>This is to certify that .....(name of the Consultant) has received the payments and earned net profit shown above against the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm</p> <p>Date:</p> <p>(Signature, name and designation of the authorized signatory)</p>					

- # The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.
- \* Any Consultant should fill in details as per the row titled Annual turnover and net profit in the row below. In case the Consultant is a Consortium, for the purpose of evaluation on financial parameters, financial parameters of all the members shall be furnished in separate sheet for consideration.

**Form 2C: Experience in similar assignments (Project Preparation Consultants or similar at government levels (Central/ State/ Municipal))**

List projects (not more than 5) in the last ten years which are similar to that in the RFP.

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Cost of The Sanctioned Project
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER**

**A - On the Terms of Reference**

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

**B - On Inputs and Facilities to be provided by the employer**

[Comment here on Inputs and facilities to be provided by the Employer according to Paragraph 6 of the Part II Special information to consultants including: administrative support, office space, Domestic transportation, equipment, data, etc.]



**WORK SCHEDULE**

S.No.	Activity	Weeks												Total weeks
		1	2	3	4	5	6	7	8	9	10	11	12	
1														

- 1.
- 2.
- 3.
- 4.

- 1 Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased Assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

**INFORMATION REGARDING ANY CONFLICTING  
ACTIVITIES AND DECLARATION THEREOF**

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## **Section - 04.**

# **Financial Proposal - Standard Forms**

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely, Authorized Signature

[In Full and initials]:

Name and Title of Signatory: Name of Firm:

Address:

# SUMMARY OF COSTS

**FORMFIN-2**

Sr.No.	Particulars	Rate
1	<p>Work shall include following items:-</p> <ol style="list-style-type: none"> <li>1. Detailed consultancy for preparation of DPR for Bio-methanisation of municipal solid waste with feasibility of various components of scheme.</li> <li>2. Collection of relevant data for checklist, general reports, estimates.</li> <li>3. Designing various components of the scheme such as Bio Digester, Gas Storage facility, feeder Unit, Sludge drying facility, Electromechanical part, Transmission of gas through pipeline/bottling/energy production etc as per government norms.</li> <li>4. Preparation of plans &amp; Estimates for all sub works as per applicable CG PWD SORs and other relevant S.O.Rs as applicable, O&amp;M Estimates, Financial patterns (EIRR/ FIRR) principal features, &amp; updating the estimates &amp; DPR during scrutiny till the approval from competent authorities.</li> <li>5. Submission of plans, estimates &amp; reports with digitalized drawings in 5 copies including computer typing photocopying binding etc. complete in presentable manner.</li> <li>6. Compliance of remarks raised at various levels till the final approval.</li> </ol>	<p>In percent on the cost of proposed scheme</p>

Authorized Signature  
 Name: .....  
 Designation  
 ..... Name of  
 firm:  
 Address  
 :

## **Section - 05**

# **Terms of Reference**

# **Terms of Reference for “DETAILEDPROJECT REPORT PREPARATION AND DESIGN CONSULTANT”**

## **1. BRIEF DESCRIPTION OF TASK**

This Terms of Reference is for providing consulting services to prepare Detailed Project report with comprehensive planning approach for Ambikapur city of Chhattisgarh to implement the solid waste management of organic waste under Swachh Bharat Mission in the city. This work will be carried out by a Detailed Project Report Preparation and Design Consultant, henceforth referred to as ‘ (DPPDC)’ on behalf of the *Municipal Corporation of Ambikapur*.

## **2. BACKGROUND**

In order to clean the country and make a better and hygienic habitation for citizens, the Ministry of Sanitation and Drinking Water, Government of India has rolled out flagship missions i.e. Swachh Bharat Mission.

For implementation of mission in urban parts of the country, Ministry of Urban Development has been assigned the responsibility for project execution and implementation under Swachh Bharat Mission- Urban to States/ ULBs.

## **3. OBJECTIVES:**

The objective of the assignment is to provide direct assistance to *Municipal Corporation of Ambikapur* to ensure the effective coordination and implementation of solid waste management of organic waste for the city. The DPPDC shall be responsible for effectively leading and taking initiative to plan, design, prepare detailed project report including data collection. The DPPDC will work closely with the *Municipal Corporation* for preparation of detailed project reports with design sustainability for the Municipal Corporation

## **4. IMPLEMENTATION ARRANGEMENT**

The Urban Development Department of State of Chhattisgarh has appointed Municipal Corporation Ambikapur as the executing agency (EA) for the project. The Commissioner,

supported by other senior officials, will manage the project activities, will liaise with Ministry of Urban Development, (MoUD), Government of India & Urban Administration and Development Department, Government of Chhattisgarh on all issues and management of project.

DPPDC will work in coordination with Municipal Corporation and develop the DPR framework based on the guidelines and norms of Government.

Consultancy contract will be for duration of Days as mentioned in data sheet.

## **5. PROJECT DEVELOPMENT PROCESS**

1. The Process of project development will begin with preparation of “City-wide Concept Plan”. The City-wide Concept Plan will contain the description, situation analysis/ As-is description of SLRM Centres, and should be focused on achievement of Service Level Benchmarks (SLBs).
2. During the process of developing the project, the Consulting Firms should explore the possibility of using Public Private Partnerships (PPP), which should be the preferred execution model.
3. Review of infrastructure status, gap and demand assessment with reference to available facilities shall be considered for the identified projects.
4. Field/ laboratory Investigations, surveys, formulation of technical options, design, cost estimates and solutions to resettlement & environmental issues will be made part of DPR. The finance plan including O&M strategy for the complete life cycle of the project will be an integral part of DPR.
5. Possibilities to apply smart technologies for providing better and enhanced basic services to the citizens will be explored while formulating the DPR.
6. The DPR will identify contracting opportunities including exploring options for PPP/ Service Level Agreements or direct contracting.
7. All the works shall be done according to the mission statement and guidelines of Swachh Bharat Mission as issued by MoUD& UADD/SUDA,CG.

## **6. SCOPE OF WORK :-**

Municipal Corporation Ambikapur, Chhattisgarh (The implementing Agency) intends to prepare a detailed project report, including data collection, feasibility study, designing and preparation of detailed drawings for solid waste management of organic waste for the city of Ambikapur in Chhattisgarh under Swachh Bharat



## Mission.

The scope of DPPDC under the proposed project must comprise feasibility study report and preparation Detailed Project Report of all components for **integrated solid waste management of Organic waste** generated in the city of Ambikapur.

The consultant will carry out a multi-stage exercise in close collaboration with the ULB and other stakeholders. The proposed project has been taken up for improvement / creation of Urban Infrastructure including and ensuring delivery of services. Without limiting the scope the DPPDC has to work in close liaison with the *Municipal Corporation* and will be responsible for the following tasks:

- **Project Preparation**

- i. Handhold/ support Urban Local Bodies for project investigations, feasibility study, design and preparation of DPR.
- ii. Establish all necessary comprehensive planning and the standard procedures of DPR Preparation as laid down in the Guidelines/Manual of Government.
- iii. The DPR must compulsorily include the technique as well as most feasible method of usage of produced gas (say bottling or power generation).

- **Survey, Studies and Investigations**

- i. Consult the available documents such as city development plans /strategy plans, sanitation plans. And other reports/Plan etc.
- ii. Review existing status of physical Infrastructure based on above documents and other available secondary data, & identify data gap.
- iii. Review of land availability, rehabilitation - resettlement & Environmental issues for identified project.
- iv. Identify requirements of surveys, studies and investigations;

- **Feasibility Study**

- i. Review available secondary data and reports required for analyzing the existing infrastructure facilities and for designing the facilities for project;
- ii. Analyze Future projections & demand assessment;
- iii. Prepare conceptual plan and preliminary design including the feasibility of the infrastructure to be provided;
- iv. Assist City/ State Government in first Stage consultation with the stakeholder for each sub projects or group of Sub projects, as applicable, to discuss the conceptual plan and technical options and prepare minutes for recording and circulation;
- v. Based on above, diagnostic analysis of the technical options with respect to best practices / smart options/ priorities and consultation and as per the guidelines of government.
- vi. Assess land requirement;

- **Detailed Design**

- i. Review/revise/modify the existing components and incorporate the useful components in the Detailed Project Reports for the City/State;
- ii. Prepare detailed designs in accordance with sound & established engineering practices; tender drawings and; cost estimates etc. The design shall meet the techno economic aspects for best possible solution after consideration of various available alternatives and shall sufficiently be detailed to ensure clarity and understanding by all stake holders and will be incorporated into a detailed project report to be submitted for the approval of the Client. The costs estimate shall be prepared on the

basis of Schedule of Rates (SOR) of State with latest addenda and corrigenda. For Non-SOR items, if any, adopting rates on the basis of relevant 'Schedule of Rates' of Other state (as applicable) or market rate by proper rate analysis carried out through market enquiry;

- iii. Identify the possibility of private / public participation in the service delivery, as feasible and applicable.
- iv. Assessment of utility shifting requirement and costs estimations; like Railway, Forest, National Highways etc;
- v. Prepare Detailed Project Report including technical specifications, Contract drawings, bills of quantities and above aspects;

## **7. Reporting Requirements and Time Schedule for Deliverables**

As a minimum, following are the deliverables:

- **Draft DPR (Detailed Project Report)** including engineering feasibility study, survey and investigation reports, social and environmental safeguard documents, economic and financial analysis and subproject appraisal report.
- **Final DPR** design reports supported by field/ lab investigations; population projections, detailed designs; costs estimates, rate analysis and take off sheets, and compliances over draft DPR observations.

## 8. Payment Schedule

The mode of payment shall be as under for Original scheme

1	Submission of DPR to ULB	40% of contract value
2	Approval of DPR from ULB	40% of contract value
3	Selection of Concessionaire or six months from the date of approval of DPR whichever is earlier	40% of contract value
4	Security and performance guarantee to be deducted through each RA bill @ 20%, to be returned on successful completion of assignment.	20% of Bill Amount

## 9. Penalty and liquidated damages

1. If the selected DPPDC fails to complete the assignment as stipulated in the RFP, the DPPDC shall pay to the Municipal Corporation Ambikapur, fixed and agreed liquidated damages, and not as penalty, @ 0.5% of the contract fees for each week of delay. The aggregate maximum of liquidated damages payable to the Municipal Corporation Ambikapur and shall be subject to a maximum of 2% of the total contract fees and shall be appropriated of EMD.