



REQUEST FOR PROPOSAL

“Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District

**Chief Development Officer-cum-Executive Officer,
ZILLA PARISHAD, PURI, GOVT. OF ODISHA**

Dated: 15.11.2022

Last date of submission: 30.11.2022 till 5.00PM

A. BIDDING SCHEDULE

Availability of Request for Proposal document.	Download from https://puri.nic.in from 15.11.2022 onwards
Last date for submission of written/online queries for Clarification Email Id:- drdapuri@gmail.com	19.11.2022
Date, Time and venue for Pre-Bid Meeting	Date: 22.11.2022 at 11.00 A.M. Location: ZILLA PARISHAD Conference Hall, Puri.
Last date of uploading of response to Pre-bid Query/Issue of Addendum and Corrigendum (if any)	23.11.2022
Last date for Submission of bids (through Speed Post/ Registered Post/courier)	30.11.2022 till 5.00PM
Date and Time for opening of Technical proposals	02.12.2022 at 11.00AM
Date and Time for Technical presentation	02.12.2022 at 11.00AM
Date and Time of opening of Financial proposals	02.12.2022 at 3.00PM

Table of Contents

1.	Background and other information	1
2.	Scope of Work.....	2
3.	Eligibility Criteria	3
4.	Format and Signing of Proposal.....	3
5.	Submission of Proposals: Packing, Sealing and Marking of Proposals....	4
6.	Application Fee	5
7.	Bid Security.....	5
8.	Validity of Proposal.....	6
9.	Documents accompanying the Proposal	6
10.	Deadline and mode of submission of Proposals	7
11.	Late Proposals	7
12.	Modifications and Withdrawal of Proposals.....	7
13.	Pre-bid Meeting.....	8
14.	Proposal Opening	8
15.	Bid Evaluation Methodology	8
16.	Performance Security and Agreement.....	9
17.	Termination of contract.....	10
18.	Right to Accept or Reject.....	10
19.	Disputes.....	10
20.	Liability.....	10
21.	Indemnity.....	10
22.	Confidentiality.....	10
23.	Payment Schedule	11
24.	Duration of the Project.....	11

FORMS:-

FORM A – COVER LETTER.....	12
FORM B – Bidders PROFILE.....	13
FORM C – PROJECT EXPERIENCE.....	14
FORM D – PROJECT EXPERIENCE DETAILS	15
FORM E –TEAM COMPOSITION.....	16
FORM F – FORMAT FOR CV	17
FORM G - FINANCIAL PROPOSAL.....	18

1. Background

Chilika is largest brackish water estuarine Lake of Asia. It sprawls over an area of 1100 sqkms. Covering parts of three districts of Odisha i.e Puri on the East, Khurda on the North and Ganjam on the South. It is the largest coastal lagoon in India and the second largest lagoon in the World. Amongst Satapada is one of the most popular tourist place of Puri District. Irrawady Dolphins are major attraction of Satapada. Apart from that the scenic of Sea Mouth, Islands like Nalabana & Rajhans attract large number of tourists throughout the year. It has the second largest congregation of migratory Birds in the world after Lake Victoria in Africa. It is the largest wintering ground for migratory birds on the Indian sub-continent. In Winter the migratory birds come from as far as the Caspian Sea, Lake Baikal, Aral Sea and other parts of Russia, Kirghiz Steppes of Mangolia, Central& South-East-Asia, Ladakh and the Himalayas. Cruise in Chilika at Satapada is interesting. The lake is home to a number of threatened species of plants and animals. The lake is an ecosystem with large fishery resources. It sustains more than 150,000 fisher folk living in 132 villages on the shore and islands. One can enjoy the taste of variety of fishes, Prawns & crabs here. Bird-watchers or nature-lovers, young or old, Satapada has a lot to offer to everyone. One can also visit the Holy Temple of Maa Kalijai from Satapada by Boat.

2. Objective

As part of various initiatives to make sanitation in the tourist areas in Puri district better, the District Administration, Puri has planned to engage professional agencies/NGOs for providing the handhold support at Satapada, Puri in respect to Plastic Waste Management & keeping the tourist spot clean. The selected agency/NGO shall provide the required services to the District Administration as and when required.

Hence, Zilla Parishad, Puri invites applications from renowned, experienced agencies/NGOs, which have prior experience in Sanitation program. Applicants must note the following:

There shall be Quality cum Cost based Selection (QCBS) separately for above component.

3. Scope of Work

The overall scope of the assignment will be as follows:

Component I: Plastic Waste Management

- a) Carrying out awareness for segregation of waste at source among the citizens/tourists and staff of Administration.
- b) Promoting best practices of waste management among the citizens/tourists and create awareness about Swachh Bharat Mission.
- c) Organizing SBM thematic drives, meetings, rallies etc.
- d) Demonstrate 'No Plastic Waste' concept in gated communities.
- e) Undertake waste reduction initiatives.
- f) Promote IEC campaign against single use plastics.
- g) Organizing essay competition, painting competition and other activities as instructed by Administration.
- h) Promotion of decentralized waste treatment and promotion of 3R concept in allocated Administration.
- i) Public awareness in domestic, institutional and commercial waste generators for adoption of two/three dustbin for segregation of Plastic waste and promotion of 3R concept.

Component-II: Capacity Building of all stakeholders like Boatman, Shop keepers, Local Vendors, Transporters

- a) Carrying out capacity building of all the stake holders mentioned above for making the destination free from Single use Plastic waste.
- b) Capacity building training for segregation of waste at source to the citizens/tourists and the islanders at Satapada (Mahisha & Barampura Village) .
- c) Capacity Building of CT/PT team for enhanced PWM service delivery.
- d) Knowledge enhancement & capacity building of the community on plastic waste minimization and segregation of plastic waste at source.
- e) Training Schools *Swachhata* Committees members for promoting 3R concepts.

Component-III: Logistics Arrangement

- a) The firm is solely responsible for the arrangements of the logistics required time to time (i.e. Sign boards, Jackets, Push Cart, Gloves, Banners etc.)

- b) The firm must ensure deployment of adequate nos of manpower for Plastic Waste Management at each site.
- c) The collected plastic waste from each sites to be transported to the nearest MRF for further processing (twice in a month).

Component-IV: Any other task entrusted by Administration from time to time.

4. Expected Outcome

The bidder is expected to make sure that all the waste generator of the Satapada Tourist Zone areas (e.g Satapada, Alupatana, Gabakunda, Mirzapur, Gangadharpur, Sea-mouth, Jetties) should Segregate their plastic based waste from the source and use dustbins at convenient places and also clearance of the collected wastes in due time to make the destination plastic free.

5. Eligibility Criteria

a. General Eligibility Criteria:

- i. The applicant for this contract shall be a Company / Firm / Trust / Society / NGO registered under relevant law. Appropriate documents supporting their incorporation / registration status must be submitted along with the proposal.
- ii. The firm should be operational for at least three years.
- iii. Consortiums / Joint Ventures are not allowed.
- iv. Applicants may have been registered anywhere in India and should have a local/ Project office in Odisha (Postal address, proof of establishment (RoR/Agreement/Address as mentioned in Bank Pass Book, name, phone no. and E-mail ID of the person concerned need to be mentioned.)
- v. The bidder must have experience of at least 2 years in similar domain of working in a tourist destination. Also, the bidder should have successfully worked with local community for such plastic free campaign.
- vi. The bidder should have at least one similar experience in Odisha. Work Completion certificate or work order (only for ongoing projects) need to be produced)
- vii. The applicant shall have an average annual turnover of **INR 20 Lakhs** (Rupees Twenty Lakhs Only) or more for the year, 2018-19, 2019-20, 2020-21 & 2021-22 (Audited annual reports shall be attached along with the proposal)

- viii. The applicant must submit IT Return for the last three years along with audited balance sheets by a certified Chartered Accountant.
- ix. The applicant must produce the CSR registration certificate as this project is coming under CSR initiative of Public undertaking.

6. Format and Signing of Proposal:

The proposal shall be submitted in two parts:

Part A: Technical Proposal

While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 4 – Proposal – Standard forms).

- a) Cover Letter for Technical Proposal (Form A)
- b) Bidders Profile (Form B)
- c) Project Experience (Form C)
- d) Project Experience (Form D)
- e) Team Composition (Form E)
- f) Format for CV (Form F)

Note: The Technical Proposal shall not include any Financial Information. The technical proposals shall be spiral/ hard bound.

Part B: Financial Proposal:

In preparing the Financial Proposal, the bidders are expected to consider the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Form.

The financial quote for both the components shall be in terms of fees per year basis.

Note:

- (i) The proposal shall be typed or written indelible ink and shall be signed by the Authorized signatory of the bidder.

Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.

- (ii) All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms.
- (iii) Final quote should be inclusive of out of pocket/reimbursable expenses.

7. Submission of Proposals: Packing, Sealing and Marking of Proposals:

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidders name and address in the left-hand corner of the envelope and super scribed in the following manner.

PART A: TECHNICAL PROPOSAL for “Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District.

PART B: FINANCIAL PROPOSAL for “Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District

Both the Envelopes must be packed in a bigger sealed outer cover and clearly super scribed with the following:

Technical & Financial PROPOSAL “Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District

The Bidders Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope. The envelopes shall be addressed to **CDO-cum-EO, Zilla Parishad, Puri** at the following Address:

To,
The CDO-cum-EO,
Zilla Parishad, Puri,
Near District Court,
Kacheri Road,
Puri – 752001

If the outer envelope is not sealed and marked as mentioned above, then Zilla Parishad, Puri will assume that the Proposals are being misplaced or opened prematurely.

8. Application Fee:

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “CDO-cum-EO, Zilla Parishad, Puri”, payable at Puri for **INR 5,000/-** is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non-responsive and rejected outright.

9. Bid Security/EMD:

Bid Security in the form of Demand Draft/Bank Guarantee from any scheduled Commercial Bank in favour of the “**CDO-cum-EO, Zilla Parishad, Puri**” payable/en cashable at Puri for **INR 30,000/-** is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. The Bid Security submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

Note:

The Bid Security shall be forfeited:

- i. If a Bidder withdraws its Proposal during the period of validity of the proposal, or,
- ii. If the successful Bidder fails to execute the agreement or the work assigned.

10. Validity of Proposal:

Proposals shall remain valid for 90 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

11. Documents accompanying the Proposal:

PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

- a) Non-refundable Application Fee of INR 5,000/-exclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “**CDO-cum-EO, Zilla Parishad, Puri**”, payable at Puri.
- b) Bid Security amount of **INR 30,000/- (India Rupees Fifty Thousand)** in shape of DD / bank guarantee from any scheduled bank drawn in favour of “**CDO-cum-EO, Zilla Parishad, Puri**”, payable/ en cashable at Puri.
- c) Copy of the PAN card.
- d) Cover Letter as per the format in Form-A.
- e) Bidders profile as per the format in Form-B.
- f) Experience of the Applicant in Form-C and Form-D (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing project certifying the basic eligibility criteria, must be submitted)
- g) Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-E and F.
- h) Annual Financial Statements of previous three financial years (2018-19, 2019-20, 2020-21 & 2021-22) along with the IT returns of last 3 years.

PART B (Financial Proposal)

The Bidder must submit the Financial Proposal as per the format in Form-G with proper signature and seal of the Bidder.

12. Deadline and mode of submission of Proposals

Proposals filled in all respect must reach CDO-cum-EO, Zilla Parishad, Puri at the address, time and date specified in *Section A– Bidding Schedule of the RFP document* through Speed Post/ Registered Post/courier only(No in hand delivery will be accepted). If the specified date for the submission of Proposal is declared as a holiday for Zilla Parishad, Puri, the Proposals will be received up to the appointed time on the next working day.

13. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by Zilla Parishad, Puri will be rejected.

14. Proposal Opening:

Zilla Parishad, Puri will open all the technical Proposals in the presence of Bidders or their authorized representatives who choose to attend the proposal opening, at the date and time mentioned and in the following location.

28.11.2022 at 11.00AM at the office Chamber of the CDO-cum-EO, Zilla Parishad, Puri.

The Bidders representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for Zilla Parishad, Puri and Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.

15. Bid Evaluation Methodology

Evaluation of the Technical and Financial proposals will be based on **Quality-cum-Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.**

- a) Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned in Clause 5.
- b) Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as table no1 clause no-17. Only of a bid scores more than 60% marks in the technical evaluation (60), its financial bid will be considered to be opened.

Table 1: Evaluation Criteria

Sl.no.	Parameters	Maximum Marks
1.	Turnover - Average annual turnover (Three years not before 2018-19): Rs.20lakhs – up to Rs.30 lakh. – 10marks, Rs.31 Lakhs – up to Rs.40 Lakhs. – 15marks Rs. 41 Lakhs & above – 20 marks	20
2.	Experience in completion of similar projects One- Two Projects – 10 Marks Three to Five Projects - 15 Marks More than Five Projects - 20 marks	20
3.	Experience of working in Odisha (Ongoing or Completed) One Project – 5 Marks Two projects-7.5 Marks More than Two Projects - 10 Marks	10
4.	Team Composition	10
5.	Technical Presentation	40
TOTAL		100

- c) Technical Score: The total score obtained by the Bidder as per sub-point (2) above shall be the technical score (Ts) of the Bidder. The technical score shall be calculated for Bidders after the presentation and shall be out of 100.
- d) Financial Score: The financial bid of the bidder would be opened after the Technical evaluation
- e) Combined and Final Evaluation:
Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system .Proposals will finally be ranked according to their Combined Score(S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = (T_s \times T_w) + (F_s \times F_w)$$

$$F_s = (\text{Lowest quote/quoted price by the bidder}) \times 100$$

(Where T_w & F_w are weights assigned to Technical proposal and Financial Proposal as **0.7 and 0.3** respectively)

(T_s & F_s are the Technical score & Financial Score respectively and 'S' is the total score)

16. Selection of Bidder :

The Bidder securing the highest combined score would be the Selected Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

17. Performance Security and Agreement :

Zilla Parishad, Puri shall issue a Letter of Award (LoA) along with the Draft Contract Agreement to the Selected Bidder within 7 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with Zilla Parishad, Puri and start the work on an immediate basis.

18. Termination of Contract :

Either party can terminate the agreement by giving 30 days prior written notice.

19. Right to Accept or Reject

Zilla Parishad, Puri reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

20. Disputes

All legal disputes are subject to the jurisdiction of Puri courts only.

21. Liability

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

22. Confidentiality

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent Zilla Parishad, Puri.

23. Payment Schedule:

The agency needs to raise invoice, which shall be paid to the agency in every month after verification report received from the authorized officer/ committee appointed by the District Administration.

24. Duration of the project:

The duration of the project would be 2 years from the issue of the work order.

Check List of Submissions:

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
1	Tender Document fee of Rs. 5,000/-	
2	EMD of Rs. 30,000/-	
3	Self-declaration of non-blacklisting	
4	Form A- Covering Letter	
5	Form B- Bidders Profile	
6	Form C- Project Experience	
7	Form D- Project Experience Details	
9	Form E-Team Composition	
10	Form F- Format for CV	
11	Form G- Financial Proposal	

25. **FORM-‘A’ – COVER LETTER**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To,

**The CDO-cum-EO,
Zilla Parishad,
Puri Kacheri Road, Harihar Chhaka,
Puri – 752001**

Subj: Technical Proposal for “Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District.

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by the Zilla Parishad, Puri. We agree and undertake to abide by all these terms and conditions. We here by submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement or have had any agreement terminated for SWM of contract.

We are enclosing Application Fee of INR 5,000 /-in the form of Demand Draft (DD No.Dt..... drawn on.....) in favor of “CDO-cum-EO, Zilla Parishad”, payable at Puri. We are enclosing Bid Security of INR 30,000/-in the Form of Demand Draft / BG (DD /BG No.....Dt..... drawn on () in favor “CDO-cum-EO, Zilla Parishad” , payable at Puri. As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that Zilla Parishad reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,
Signature of Authorized
Person and seal Name
and Designation
Name of the Company

26. FORM-‘B’ – BIDDER’S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. Email Address:

7. Brief description of background of the firm for this assignment.

8. No. of years of proven experience of providing similar services.

9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)

Financial Year	Annual Turnover (INR cr.)
2018 -19	
2019-20	
2020-21	
2021-22	

Signature of Authorized Person and seal

Name and designation Name of the Company Dated:

27. FORM-‘C’ – PROJECT EXPERIENCE SUMMARY

a. Experience Summary

RELEVANT EXPERIENCE OF SIMILAR PROJECT					
Sl. No	Name of Project	Number of Years	Name of the Client	Status of the Project (Completed / Ongoing)	
EXPERIENCE OF SIMILAR PROJECTS					
Sl. No	Name of the Project	Location	Client	Duration	
				(Start Date)	End Date))

Note:

- Please use separate rows for each project
- Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria.
- Completion certificates of all completed or work order of on-going projects must be submitted.

28. FORM-‘D’ – PROJECT EXPERIENCE DETAILS

a. Project Experience

Name of Project:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Project Area (in Sq. meter)	Project Cost (in INR Crore):	
Project Area (in Sq m)		
Name of Associated Consultant/ Firms, if any:		
Description of Project and services provided by your staff		

Signature of Authorized Person and seal

Note:

- Please use separate sheets for each project as provided in Form C above.

29. FORM-‘E’ – TEAM COMPOSITION

Sl. No.	Name	Position	Qualifications
1.			
2.			
3.			
4			
5			
6			
7			
8			
9			
10			

30. FORM-‘F’ – FORMAT FOR CV

- a. Name of Staff:
- b. Position:
- c. Date of Birth:
- d. Years of Relevant Exp:
- e. Number of years with the Firm:
- f. Nationality:
- g. Membership with professional bodies: Education:
(Summarize College/University and other specialized education of staff Member)
- h. Employment Record
(Starting with present position, list in reverse order every employment held)
- i. List of Projects/Assignments on which the personnel have worked:

SI No .	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

- j. Languages:
(Indicate proficiency in speaking, reading and writing of each language by Excellent, Good, Fair, Poor)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.

31. FORM-‘G’- FINANCIAL PROPOSAL

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To,

The CDO-cum-EO,
Zilla Parishad,
Puri Kacheri Road, Harihar Chhaka,
Puri – 752001,

Sub: Financial Proposal for “Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District.

Sir,

We, the undersigned, offer to provide the services for **providing Handhold support for Municipal Plastic Waste Management” in Puri District** in accordance with your RFP at the financial quote as given below,

Financial Quote	(In Fig.)	(In words)
“Selection of an Agency for providing Handhold Support for Plastic Waste Management” in Satapada Tourist Zone, Puri District. (Exclusive of GST)		
Total		

Note: GST will be paid extra at applicable rate.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal. This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal Name & designation:


CDO-Cum-EO,
Zilla Parishad, Puri