



Government of Odisha
Department of Sports & Youth Services
C-1, Nayapalli, Bhubaneswar-751012
Phone No.0674-2396715, Fax-2536723
Email:worldhockey.odisha@gmail.com

REQUEST FOR PROPOSAL

for

Setting up (commissioning, operation & maintenance) of Decentralized Biodegradable Municipal Solid Waste Processing Unit & operation and maintenance of Material recovery facility at Kalinga Stadium during the Men's International World Cup Hockey Tournament and handholding for O&M after the event (6 months)

B. INSTRUCTION TO BIDDERS

1. Location of the Work

Kalinga Stadium, Bhubaneswar

2. Authority

Department of Sports & Youth Services hereinafter referred as “The Authority”/ “Sports Department”/ “Sports Authority”.

3. Eligibility Criteria

The bidder may be a company/NGO/Trust/Society/Partnership/Sole proprietorship, which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal: -

1. Must have a valid EPF and ESI registration
2. Then aggregate turnover of the Applicant should be minimum INR 1.00 crore in last three preceding financial years (2015-16, 2016-17 & 2017-18).
3. Should have set up at least 5 decentralized composting facilities in urban centers in India during last 5 years. A certificate from the relevant Authority for Commissioning of such facility to be provided.
4. Should have operated and maintained at least two such facilities for a period of 6 months. A certificate from the relevant Authority in this regard to be provided.

4. Format and Signing of proposal

The proposal shall be submitted in two parts:

Part A: Technical Proposal:

While preparing the Technical Proposal, the applicants 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**).

- i. Cover Letter for Technical Proposal (Form A)
- ii. Applicants Profile (Form B)
- iii. Project Experience (Form C)

The Technical Proposal shall not include any Financial Information

Part B: Financial Proposal:

In preparing the Financial Proposal, the bidders are expected to take into account the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Forms (Form D)

- i. The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.
- ii. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the Proposal prior to submission of the Proposal.
- iii. The bidders shall express the price of their Services in Indian Rupees.
- iv. Final quote should be inclusive of all out of pocket/reimbursable expenses.

5.Submission of Proposals Packing, Sealing and Marking of Proposals

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

PART A

TECHNICAL PROPOSAL for "Setting up (commissioning, operation & maintenance) of Decentralized Biodegradable Municipal Solid Waste Processing Unit & operation and maintenance of Material recovery facility at Kalinga Stadium during the Men's International World Cup Hockey Tournament and handholding for O&M after the event (6 months)"

PART B

FINANCIAL PROPOSAL for "Setting up (commissioning, operation & maintenance) of Decentralized Biodegradable Municipal Solid Waste Processing Unit & operation and maintenance of Material recovery facility at Kalinga Stadium during the Men's International World Cup Hockey Tournament and handholding for O&M after the event (6 months)".

- b) Both the Envelopes i.e., Envelope for **Part A** and Envelope for **Part B** must be packed in a bigger sealed outer cover and clearly super scribed with the following:

PROPOSAL

For "Setting up (commissioning, operation & maintenance) of Decentralized Biodegradable Municipal Solid Waste Processing Unit & operation and maintenance of Material recovery facility at Kalinga Stadium during the Men's International World Cup Hockey Tournament and handholding for O&M after the event (6 months)"

- a) The Bidder's Name & Address shall be mentioned in the left hand bottom corner of the outer envelope.
- b) The envelopes shall be addressed to The Director, Sports and Youth Services Department, Bhubaneswar at the following Address:
Sports and Youth Services Department
C1, Nayapalli, Bhubaneswar, Odisha 751012

If the outer envelope is not sealed and marked as mentioned above, then Sports department will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

c) Telex, Cable or facsimile Proposals will be rejected.

6.RFP Document Fee

Non-refundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of **Deputy Secretary to the Government** payable at Bhubaneswar for **Rs.6720 /-** (Rupees six thousand seven hundred & twenty only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Document Fee shall be treated as non-responsive and rejected outright.

7.Earnest Money Deposit (EMD)

EMD in shape of Demand Draft/bank guarantee from any scheduled Commercial Bank in favour of **Deputy Secretary to the Government** payable at Bhubaneswar for **Rs. 1,00,000/- (Rupees One lakh only)** only 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.

In lieu of Demand Draft the applicant can submit irrevocable Bank Guarantee of equivalent amount from a scheduled commercial bank

The EMD submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

The EMD shall be forfeited:

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

8.Financial proposal:

The financial proposal shall be the Aggregated **Quoted amount for Supply & Installation of composting unit Operation and Maintenance thereafter for composting unit and Material Recovery facility in Kalinga stadium** and shall be submitted in the given format i.e., **Form-F**. All Taxes and surcharges as applicable shall be paid by the selected bidder. Sports Department

will only reimburse the GST as applicable. Final quote should be inclusive of out of pocket/reimbursable expenses. The Quoted Fee per month shall be paid by Sports department subject to the fulfilment of conditions in this RFP / Agreement by the selected bidder. The Financial proposal shall separately mention the GST amount.

9. Validity of Proposal

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

10. Documents accompanying the Proposal:

1. 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 Proposal Document Fee of INR 6720/- (Indian Rupees Six thousand seven hundred and twenty only) inclusive of GST, in shape of DD from any scheduled commercial bank drawn in favor of **Deputy Secretary to the Government** payable at Bhubaneswar.
- b) EMD amount of INR 1,00,000/- (Rupees One lakh only) in shape of DD / bank guarantee from any scheduled bank drawn in favor of **Deputy Secretary to the Government** payable at Bhubaneswar.
- c) Copy of the PAN card & GST registration certificate.
- d) Copy of Incorporation documents of the company
- e) Copy of Financial Statement I.e. P/L account & Balance sheet duly audited by the Statutory Auditor of the company
- f) Copy of EPF and ESI registration details.
- g) Cover Letter as per the format in Form-A.
- h) Bidder's profile as per the format in Form-B.
- i) Past experience of the Applicant in Form-C.

(Attach photo copies of work orders along with work completion certificate)

2. PART B (Financial Proposal)

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

11. Deadline for submission of Proposals

Proposals filled in all respect must reach Sports and Youth Services Department at the address, time and date specified in Section A – Bidding Schedule of the RFP document through Speed Post, Registered Post or Courier or by hand delivery only. If the specified date for the submission of Proposals is declared as a holiday for Govt. of Odisha or a local holiday for Bhubaneswar, the Proposals will be received up to the appointed time on the next working day. Proposals sent by email, telex or facsimile shall not be accepted.

12. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by Department of Sports & Youth Services will be rejected.

13. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by Sports Department, Bhubaneswar.

14. Pre-Bid Queries

The same may be mailed to worldhockey.odisha@gmail.com

15. Proposal Opening

Department of Sports & Youth Services will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location.

Conference Hall, Department of Sports & Youth Services

The Bidder's 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 Govt. of Odisha or Local holiday for Bhubaneswar City, 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.

16. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection** mode with weightage of **60% and 40%** for technical and

financial proposals, respectively.

- a) In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- b) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table 1: Evaluation criteria

S. No.	Parameter	Total/ Maximum Marks
1	FINANCIAL CAPACITY OF BIDDER	20
	Bidder's Aggregate for the last Three Financial Years (ending 31 March 2018) has to be at least INR 25 Crore <ul style="list-style-type: none"> ● Between INR 1.00–2.00 crore –15 marks ● More than INR 2.00 crore – 20 marks 	20
2	PROOF OF EXPERIENCE IN THE LAST 5 YEARS	40
	Experience in set up of decentralized composting facilities in last 5 years in urban centers <ul style="list-style-type: none"> ● 5-6 composting facility – 7 marks ● 7 to 10 composting facility – 10 marks ● More than 10 Composting facility – 15 marks 	15
	Experience of setting up of MRF facility in any Urban Centre <ul style="list-style-type: none"> ● 1 facility – 7 marks ● 2 or more facility- 10 marks 	10
	Experience of O&M for any composting unit for a period of at least 6 months <ul style="list-style-type: none"> ● 2 units – 7 marks ● More than 2 units- 10 marks 	10
	Experience in Event specific Operation & Maintenance of Waste Management facility in India	5
3	APPROACH AND METHODOLOGY	40
	Understanding of Corporation and its objectives of the assignment and terms of reference	20
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member. The Applicants shall be invited for a PowerPoint presentation in front of the committee to be formed by Department Sports & Youth Services to evaluate the presentation.	20
	TOTAL	100

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **70**.

1) The total score obtained by the Bidder as per sub-point (2) above shall be the technical score (Ts) of the Bidder.

2) **Opening of Financial Proposal**

Financial Score: The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as quoted by the Bidder; FM1= Lowest financial quote)

3) **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where **Tw** and **Fw** are weights assigned to Technical proposal and Financial Proposal as **0.60** and **0.40** respectively)

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant 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.Evaluation Methodology:

1. Evaluation of technical proposals based on Table 1.
2. Technical scores shall be calculated for Bidders after the presentation.
3. After that, financial proposals of the top three ranked Bidders based on their technical score (Ts) after technical evaluation shall be opened.
4. Combined Scores shall be calculated based on Technical and financial scores as per QCBS system.
5. The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

18.Performance Security and Agreement:

Department of Sports & Youth Services shall issue a letter of award (LoA) along

with the Draft Contract Agreement to the selected Bidder within 3 days from the opening of the financial proposals. Within 7 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 Department of Sports & Youth Services and start the work on an immediate basis.

19.Termination of contract:

- a) Department of Sports & Youth Services, upon unsatisfactory performance of the Selected Bidder may terminate the agreement with a prior notice period of 7 days.
- b) Either party can terminate the agreement by giving 30 days prior written notice.

20.Right to Accept or Reject

The Authority 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.

21.Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by with the selected firm.

22.Disputes

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

23.Liability

The Liability of the selected bidder under this agreement in any case shall not be beyond the amount of fees payable to the selected bidder under this agreement.

24.Indemnity

The Bidder at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the selected bidder under this agreement.

25.Confidentiality

The Bidder shall treat the details of the output of the Assignment and the Services as confidential and for the Bidder's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Department of Sports & Youth Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent Authority.

C. TERMS OF REFERENCE

1.Objective

World cup hockey tournament is scheduled to be held at Kalinga stadium Bhubaneswar from 28th November, 2018 for a period of 22 days. A large number of hockey lovers are likely to come to the city and approximately 15000 people are likely to assemble at the stadium during this hockey world cup to watch the tournament. Furthermore, it is estimated that huge quantities of biodegradable and non- biodegradable waste will be generated in the stadium premise during the event on a daily basis. Organising and hosting any large event impacts the economy, environment and overall well- being of the society. With a view to reduce the adverse impact of indiscriminate waste disposal and to achieve the overall objective of efficient & sustainable waste management, Sports Department is desirous to provide systems of waste management that are conducive to the concept of zero waste management. Specific arrangements are made to ensure that all the waste generated at the stalls catering food, beverages, drinking water etc will be segregated and stored at site in separate containers dedicated for storage of Biodegradables and non- biodegradable wastes. Arrangements are also made to transfer/transport the segregated non-biodegradable/ recyclable dry waste to a material recovery facility (MRF) being set set up by the Sports Department in the stadium campus and to transport biodegradable wet waste to an adjoining location where composting facility is proposed to be set up by the contractor.

2.Duration of the Contract

- MRF Facility- Till 19.12.2018
- Composting- Till 15.06.2019

3.Scope of Work

1. To operate and maintain the material recovery facility (non-mechanized) duly set up by municipal authority .and arrange to further segregate dry waste fraction into components such as plastic, pet bottles, paper/card board, metal cans etc manually as shown in the sketches of plan A or Plan B attached deploying his own manpower
2. Design,& set up, decentralized biodegradable municipal solid waste composting facility of 350 to 500 kg/day capacity at the site that may be allocated in the stadium premises on or before 15th November, 2018 and operate and maintain the facility during the hockey world cup event of 22 days effective from 28th Nov.18 and continue the operation and maintenance thereafter also until 15th June, 2019, deploying his own manpower for operating the MRF and the composting unit, machinery, consumable, power etc necessary to run the plant efficiently.
3. Impart training to municipal or sports authority's staff in operation and maintenance of both MRF and composting facility within 6 months to facilitate smooth transition and handover of assets and operation and maintenance of these facilities to municipal /sports authority's staff

4. Handover of all the assets of composting facility established at the stadium to the sports department (as may be advised) without any consideration or compensation in a good working condition at the end of the contract period.

4. Deliverables and Timelines:

Particulars	Timeline
Design, commission, of the 500 kg/day capacity composting unit (Hybrid rapid composting technology, Organic waste converter technology)	Within 25.11.2018
Trial Run	From 25.11.2018 to 26.11.2018
Operation and maintenance of the composting facility on a continuous basis	From 27.11.2018 to 15.06.2019
Set up of a Temporary Material Recovery Facility at a location designated by / Sports Authority (Preferably a shed office or in a Containerized set up)	25.11.2018
Commissioning of a Temporary Material Recovery Facility at a location designated by Sports Authority (Preferably a shed office or in a Containerized set up)	28.11.2018
Handover of the entire MRF facility without any claim or compensation from the Department of Sports & Youth Services	19.12.2018

5. Penalty

- a) Supply, Installation and Commissioning must be completed within the above deadline. For supply/commissioning delay, penalty @ Rs.1,000/- per day per equipment will be imposed the firm for the first 3 days & @Rs.2,500/- per day per equipment after 3 days till 15 days will be imposed for the delays. Supply/Commissioning delay more than 20 days on firms account will lead to termination of contract.
- b) In case the Selected Bidder does not attend the composting machine in case of failure during the warranty period, Sports Department would be liable to levy a penalty of Rs. 500/- per day after 1 day of written complaint forwarded to the Selected Bidder.
- c) If during the sample check by the authorized Sports Department official/supervisor, it is detected that equipment is not working properly as per the specification or the disposal of the produce is not being done timely during the prescribed working hours, a spot fine of Rs 5,000/- will be imposed on the firm. Such defects reported which is not leading to non-working of the equipment must be rectified within one week.

d) The Selected bidder shall ensure there is no waste or litter in the stadium. In case of any litter or waste found in the stadium compound then it shall lead to a penalty of Rs. 250 per default.

6.Special Conditions of Contract

- a) The Selected bidder shall at all time during the pendency of agreement comply with the applicable Labour Laws
- b) The Selected Bidder shall provide the Labours safety equipment such as Personal protective equipment such as gloves, helmet, apron, mask etc. It is the responsibility of the selected bidder to ensure the safety of its Labour employed for the purpose. The Authority shall assume no responsibility in this regard.
- c) The Selected bidder shall insure all the facilities operated by it. The insurance shall cover all risk like fire, vandalism, riots etc.
- d) Manufacturing warranty of composting machinery and equipment to be provided
- e) Provide simple operational manual for the operation of the composting unit for the Sports authority staff
- f) Design for construction of the shed, electrical supply, water connection & supply and drain-out connection.

7.Minimum Manpower requirement

Labour for Waste Picking in the Stadium compound and Waste Segregation	16 nos
Supervisor	1 nos.
Supervisor for Composting Unit	1 nos.
Operators for Composting unit	4 nos.
Technician for Composting Unit	1 nos.

8.Payment

- a) Payment will be made at the accepted rates.
- b) 50 % payment shall be released after the receipt of Requisite Composting unit (with complete mechanical/electrical component) at place designated by Sports Department and the Composting unit shall be duly checked and inspected by Engineer-in-charge.
- c) 40% payment will be released after installation and commissioning of the composting unit.
- d) Final 10% shall be released after satisfactory working of Composting unit for three months.
- e) The payment for Temporary MRF set up shall be shall be released after full setup of the same at the designated location of Sports Department.
- f) The Payment for Labour shall be made on Monthly basis or pro-rata basis in case the Labours are deployed for less than a month.

D. PROPOSAL – STANDARD FORMS

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

FORM A – COVER LETTER

Date. _____

To,

The Director,
Sports & Youth Services Department

Subject: Setting up (commissioning, operation & maintenance) of Decentralised Biodegradable Municipal Solid Waste Processing Unit & operation and maintenance of Material recovery facility at Kalinga Stadium during the Men's International World Cup Hockey Tournament and handholding for O&M after the event (6 months)

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 Sports Department. We agree and undertake to abide by all these terms and conditions. We hereby 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 acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

We are enclosing Document Fee **of INR 6,720/-** in the form of Demand Draft (DD No..... Dt..... drawn on) payable to the **Deputy Secretary to the Government** payable at Bhubaneswar.

We are enclosing **EMD of INR 1,00,000/-** in the Form of Demand Draft / BG (DD / BG No..... Dt..... drawn on (.....) payable to the **Deputy Secretary to the Government** payable at Bhubaneswar.

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 Sports Department 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

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. E. Mail 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.)
2017 -18	
2016-17	
2015–16	

Signature of Authorized Person and seal

Name and designation Name of the Company Dated:

FORM C – PROJECT EXPERIENCE

A. Experience in Supplying, Installation & Commissioning of decentralized composting unit in any Urban Centre:

Name of the Assignment	Name of the Authority	Date of Supply of Composting Unit	Number of Composting Unit Supplied, Installed and Commissioned

**Signature of Authorized Person and seal
(Attach a photocopy of Certificate from the Employer)**

B. Experience in Set up and O&M of MRF facility in any Urban Centre:

Name of the Assignment	Name of the Authority	Date of Set up MRF Facility	Period of Operations for MRF facility

**Signature of Authorized Person and seal
(Attach a photocopy of Certificate from the Employer)**

C. Experience in Set up and O&M of Composting facility in any Urban Centre:

Name of the Assignment	Name of the Authority	Date of Set up Composting Unit	Period of Operations for Composting Unit

**Signature of Authorized Person and seal
(Attach a photocopy of Certificate from the Employer)**

D. Experience in Event Specific Waste Management:

Name of the Event	Name of the Authority	Description of Work executed relating to Waste Management	Period of the Assignment

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**Signature of Authorized Person and seal
(Attach a photocopy of Certificate from the Employer)**

FORM D - FINANCIAL PROPOSAL

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

Date:

To
The Director,
Sports & Youth Services Department

Sub: Financial Proposal for

We, the undersigned, offer to provide our services for the above scope of work in accordance with your RFP. Our total financial quote is as given below,

Name of the Position	Lump sum Financial Quote in INR
Supply, Installation & Commissioning of Composting unit	(both in words and figure)
Set up of temporary MRF facility within the Kalinga Stadium	(both in words and figure)
Labor Engagement as per Terms of this RFP	(both in words and figure)
Grant Total	(both in words and figure) inclusive of applicable Goods & Service tax and other statutory taxes.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal is inclusive of all expenses directly related to and incidental to fulfill all our obligations to perform the Scope of work for the assignment. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation: