



NOTICE INVITING TENDER

Tender Notice No.: 6231-RD/PH&S/S/1E-1/2022 dated 11.10.2022

DECLARATION OF INTENT:

The Panchayats and Rural Development Department, intends to engage Support Organization for Solid & Liquid Waste Management initiatives in rural areas. Sealed Tenders are therefore invited from bonafide Organizations/ Institutions/ Agencies/ Firms having sufficient credential and financial capability in waste management related activities or similar nature. The details are given below:

1. IMPORTANT POINTS OF REFERENCE

1	Name of the Client	Mission Director, SBM-G Panchayats & Rural Development Department, Joint Administrative Building (6 th to 10 th Floors), Salt Lake, Block – HC-7, Sector – III, Kolkata – 700 106
2	Name of the work	Engagement of State-level Support Organization for Solid & Liquid Waste Management initiatives in rural areas
3	Date of pre bid meeting	18 th October, 2022
4	Date of Issue of Notice and Website for downloading the EoI Document	14 th October, 2022 at 10: 00 hrs
5	Last Date and Time for submission of EoI	14 th November, 2022 at 16: 00 hrs
6	Date & Time for opening of EoI	17 th November, 2022 at 11: 00 a.m.
7	Technical Presentation by the Agency	23 rd November, 2022 to 28 th November, 2022
8	Opening financial bid	To be notified
9	Mode of Submission	https://wbtenders.gov.in
10	Place of Opening of EOI	Jt. Administrative Building, HC- 7, 8 th Floor, Sector-III, Salt Lake, West Bengal, Kolkata-700106
11	Name of the Contact person for any clarification (up to during working hrs)	Mr. Dipankar Sarkar, Technical Officer (9434822855)

2. Scope of Tender work:

Engagement of State-level Support Organization for Solid & Liquid Waste Management initiatives in rural areas

3. Location:

Mentioned in Annexure - 2

4. Eligibility for participation:

- i) The Organizations/ Institutions/ Agencies/ Firms should possess at least 3 (three) years' continuous experience in planning and implementation of waste management related activity under central/ state sponsored scheme in rural/ urban context. Work orders issued by public/ private sector supporting the claim of overall continuous experience in the field of waste management will be considered.
- ii) The Agency should have adequate number of personnel with a core expert team of waste management specialists and should have the resources to develop and analyze various aspects of waste management.
- iii) The agency should have a full-fledged office set up in anywhere in West Bengal. They should also preferably have a training infrastructure at their disposal that may be utilized for regular trainings organized for different categories of stakeholders in the sector. They should have the experience of imparting training in the field of Solid Liquid Waste Management.
- iv) The agency should have adequate resources and manpower for undertaking extensive field visit to all the districts for proper coordination and implementation.
- v) Any agency blacklisted by any Central/ State Government/ Public sector undertaking/ autonomous bodies under Central and State Governments in India at any point of time will not be considered.

5. General Guidance for e-tendering:

Intending tenderers desirous of participating in the e-tender are to log on to the website <https://www.wbtenders.gov.in>

6. Collection of Tender Documents

Tenders are to be submitted online and intending tenderers have to download the tender documents from the website mentioned in clause 5, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

7. Registration of Agency:

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDBTL. DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

8. Submission of Tenders**8.1 General process of submission**

All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other

documents, as asked in the tender, through the above website within the stipulated date and time as given in the tender. Tenders are to be submitted in two folders at a time for the work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/ percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/ corrigendum related to the tender and upload the latest documents as part of the tender.

8.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

A. Technical File (Statutory Cover) containing

- i. Application for Tender – (Vide Form – 1) (to be submitted in “Forms” folder)
- ii. Notice inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed (to be submitted in “NIT” folder)
- iii. Average annual turnover from contracting business – Scanned copy of Summary statement of budget for a period of last three years, i.e.; 2021-22, 2020-21 & 2020-19 or during the period since formation of the Firm, if it was set up in less than such 3-year period. (Vide Form-2) (to be submitted in “Forms” folder)

(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant)

- iv. Declaration of not having common interest in the same serial – (Vide Form-3). (to be submitted in “Forms folder)
- v. Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done in FORM 4. Annex the Work Orders also. Completion Certificate from the concerned authority of the projects / works, which is applicable for eligibility in this bid.
- vi. Consultant’s Organization and Experience (FORM 5A & 5B).
- vii. A proposed roadmap of the activities to be undertaken under SLRM in rural areas during the first 18 months mentioning the activities, budget, timeline and measurable outcomes (FORM 6).
- viii. Team Composition, Task Assignments and Summary of CV Information (Form-7)
- ix. Curriculum Vitae (CV) for Proposed Team (FORM 8)

(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant.)

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

B. My document (Non-Statutory Cover)

SL No.	Category Name	Sub-Category Description	Document Name			
				(For details see cl. 6 A-2 of Section – A of ITB & relevant clauses of NIT)		
A.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan		
			2	VAT Registration Certificate		
			3	I.T.R. Acknowledgement Receipt		
			4	I.T. PAN Card		
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm – Trade License		
			2	Partnership Firm – Registered Partnership Deed, Registered Power Attorney, Trade License.		
			3	Pvt. Ltd. Company – Registration Certificate under company's Act, MOA & AOA. Registered Power of Attorney, Trade License		
			4	Registered (Un-employed Engineers and Labour Co-operative Societies Limited.		
			5	Details of Structure and Organization		
			6	Proof of office address in West Bengal		
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1	Authenticated copy		
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate		
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organization		
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder		

9. Financial Proposal

The financial proposal should contain the following document in one cover (folder)

- i) Bill of Quantities (BOQ): The Tenderer is to quote the amount in rupees (above or below) online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the Agency)*

The rate should be quoted inclusive of Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess, as may be applicable.

10. Submission of original copies of documents of Tender Cost

- Place of submission:** The tender documents should be submitted in a sealed envelope in the **Office of the Mission Director, SBM (G), Panchayats and Rural Development Department, Joint Administrative Building, 8th floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106.**
- Time of submission:** The tender documents should be submitted in a sealed envelope in the office as stated above within the date and time as specified in the schedule of dates provided later in clause 1. If the bidder fails to submit the original

copies within the due time his tender will not be opened and his bid will stand rejected.

11. Eligibility Criteria

Any Financial proposal submitted will come under the purview of consideration only if all the criteria 11(a), 11(b) & 11(c) mentioned below are fulfilled.

- a. Bonafide Agencies/Institutes/Organization, having experience of completion of similar type of work during the last 5 financial years.
 - i. Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion Certificates should clearly contain the name, Designation, Address and contact no of the Officer issuing the credential.
- b. Average annual turnover from contracting business as stated in clause 8.2 A(iii) & Form-2 should be at least 4 lakhs.
- c. The bidder or any of their constituent partners shall neither have abandoned any work nor have any of their contracts been rescinded during the last 5 years. Such abandonment or recession will be considered as disqualification towards eligibility.
- d. Tender issuing authority may relax stipulations contained in clauses above in exceptional cases, in the interest of culminating / maturing tender process at the first call, subject to satisfaction of that authority on the competency of the bidder(s) for which such relaxation has been made, upon recording reasons of such relaxation.

12. Key Deliverables:

The Organizations/ Institutions/ Agencies/ Firms shall deal with the initiatives on Solid and Liquid Waste Management, Faecal Sludge Management and Menstrual Hygiene Management in the Gram Panchayats of respective districts as assigned in conformity with the SBM (G) Phase II Operational Guidelines. The probable activities of the Organizations/ Institutions/ Agencies/ Firms shall include the followings:

12.1 State level –

- i) To brief the Mission Director and State Coordinator once in a month about the plan of activities progress of implementation.
- ii) To identify the gaps in implementation, capacity building and communication
- iii) To develop the monitoring tools for monitoring of Solid and Liquid Waste Management activities after field testing.
- iv) To develop and put into action a feedback mechanism strategy for analyzing the effectiveness of implementation and for appropriate monitoring.
- v) To assist and support the Panchayat & Rural Development Dept. for any other assignment/ work related to the advisory for waste management as & when required on case to case basis with specific task to be performed & cost for same on mutually agreed terms & conditions.

12.2 District level –

- i) To develop a network of district support organizations like Rural sanitary Mart, Non Government Organisation, Self Help Group (Cluster/ Federation) for establishing scientific and systemic management of all categories of recyclable and non-recyclable solid waste as well as liquid waste at decentralized level.

- ii) Organisation of workshops at district level for capacity building of Block and Gram Panchayat level officials in preparation of comprehensive Detailed Project Report (DPR) for Solid and Liquid Waste Management.
- iii) To prepare DPR for Plastic Waste Management for selected blocks
- iv) To assist district in checking the DPRs prepared by Gram Panchayats.
- v) To develop the capacity building plan on waste management for all stakeholders, development of training modules, roping in domain experts and organizing hands-on trainings on case-to-case basis and also exposure visits in running units in consultation with the department and districts.
- vi) To focus on entrepreneurship building and support organization linkage.
- vii) To prepare specific plan for building community awareness on Solid and Liquid Waste Management and ways of implementation in consultation with the department and districts.
- viii) To develop different area specific tools on IEC in relation to Solid and Liquid Waste Management, arrange for their field testing and finalization in consultation with the department and districts.
- ix) To design framework for social impact monitoring and evaluation.
- x) The minimum of members in a team shall work in entire district. The firm should present no of people to be used in the district during presentation.

12.3 Gram Panchayat level –

- i) To conduct sample survey in identified GPs to assess total waste generated and technological options for Solid and Liquid Waste Management.
- ii) To assist the Gram Panchayats in DPR preparation for Solid and Liquid Waste Management.
- iii) To identify and do capacity building of supervisors and waste workers for successful running of Solid Waste Management units at GP level.
- iv) To guide the GP for selecting the suitable technological options especially for liquid waste.
- v) To implement the awareness activities in selected GPs.

13. Important Conditions:

13.1 Penalty for suppression / distortion of the facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the West Bengal Forest Department.

13.2 Taxes & duties to be borne by the Contractor

Income Tax, VAT, Sales Tax, Service Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted inclusive of all these charges.

13.3 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly within the local conditions prevailing at study area by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation and communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. And no claim, whatsoever, will be entertained on these accounts afterwards. In this connection intending tenderers may contract the office of the **Office of the Mission Director, SBM (G), Panchayats and Rural Development Department, Joint Administrative Building, 8th floor, HC – 7, Sector III, Bidhannagar, Kolkata – 700106, Phone: 033-23343392** between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

13.4 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

14. Opening and evaluation of tender

14.1 Opening of Technical Proposal

- i. Technical proposals will be opened by a committee formed for the purpose. Electronically from the website stated in Clause 5 along with presentation by the agency on methodology to be adopted for work.
- ii. Cover (folder) for Statutory Documents (vide Clause 8.2 A) would be opened first and if found in order, Cover (Folder) for Non-statutory Documents (Vide Clause 8.2 B) will be opened. If there is any deficiency in the Statutory Documents, the committee will have the discretion to reject the tender.
- iii. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, by the Tender Accepting Authority.
- iv. The tenderers for which the technical proposals are found to be in order shall only qualify for opening of financial bid.

14.2 Provision for appeal and its disposal

- i. Intending tenderer not satisfied with the decision of the Tender Accepting Authority (TAA) may prefer in appeal to the **Secretary, Panchayats and Rural Development Department, Joint Administrative Building, 6th floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106, West Bengal** in writing (through facsimile / e-mail or speed post) within two working days after the date of uploading of the summary list of the successful tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.
- ii. The Appellate Authority will dispose of such appeals by hearing the aggrieved tenderers as well as consulting with the Tender Accepting Authority within a reasonable time and the tenderer will be communicated accordingly.

14.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers declared technically eligible by the Tender Accepting Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the Agency present at that time.

- iii. After evaluation of Financial Proposal, by the Committee referred in Point 10.1.i the final summary result will be uploaded in the website, which inter-alia will contain name of Agency and the rates quoted by them against each supply.
- iv. The Tender Accepting Authority, if required, may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

15. BID EVALUATION PROCESS

The Evaluation of the tender will be done by a committee, based on the principle of **Quality cum Cost Based Selection (QCBS)**. The detail of the process is described below:

The evaluation of the proposal shall be carried out in two stages. In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned, or are incomplete (i.e., when the required bid formats have not been submitted), or proposals not responding to the TOR fully and properly will be summarily rejected as non-responsive.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage of the technical bids: Financial Bids is kept at 70:30.

15.1 Technical bid evaluation

The P&RD Department may ask the applicant/ bidder to make a presentation on the basis of the proposal submitted by him/ her. In such an event the applicant/ bidder must present himself/ herself in person before appropriate authority along with the key person and make such presentation at his/ her/ their own cost. Presentation by a person other than the applicant/ bidder will not be allowed.

- i) The Technical Proposals will be evaluated out of 100 marks.
- ii) The Technical Proposals, which are found acceptable, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing technical score of minimum 60 marks would be considered as Technically Qualified and would only be eligible for next stage of the Bidding Process i.e. Financial Evaluation.

Sl. No.	Evaluation Criteria	Descriptions	Distribution of marks	Max Marks
1	Vision plan	Presentation to be made detailing the strategy and mode of action to be adopted	Determined by the Committee	32
2	General and overall experience (at least 3 years in rural/ urban sector; with all supporting documents)	Successful field implementation related to Sanitation	Per successful project implementation-7	21
		Financial turnover	Average annual turnover upto 5 lakh for last 3 years - 2.5 For additional average turn over upto 5 lakh 2.5	10
		DPR prepared & approved in WASH sector by Govt. authority	Per approved DPR-3	12

		Communication (IEC), Training (HRD), & Hand holding support	Per successful project-5	15
3	Recognition	Awarded at International/ National/ State/ District level	International-10/ National-8/ State-6/ District-4	10
	Total			100

15.2 Financial bid evaluation

The Technically Qualified Bidders shall only qualify for opening of Financial Proposal. Financial Proposals of all Technically Qualified Bidders will be opened for which intimation will be given to all qualified Bidders who so desire can remain present. The score on Financial Proposal will be calculated in the following manner: The Proposal with lowest price will be awarded 100 points. Financial scores (S_f) of other Bidders shall be inversely proportional to their quoted prices. The Formula used to calculate the financial scores will be:

$$S_f = 100 \times F_i / F$$

Where;

S_f = The financial score of the financial proposal being evaluated

F_i = The price of lowest priced Financial Proposal

F = The price of Financial Proposal under consideration

Financial scores (S_f) will be calculated separately for districts.

The financial proposal should contain the following document in one cover (folder).

15.3 Weight age of Technical and Financial Proposal

Final score, both for the Technical (eligibility criteria/ content/ quality) and financial aspects (budget/ cost) shall be obtained by weighing the two scores using the weights as follow:

Technical: Financial = 70:30 and final score will be worked out by adding the weighted marks of technical and financial proposals.

$$S = (ST \times 70\%) + (SF \times 30\%)$$

where,

S = Final/ Combined Score of the Bidder [It will be calculated separately for districts]

ST = Technical Score

SF = Financial Score

Proposals will finally be ranked according to the combined weighted score for Technical and Financial Proposals (Technical + Financial). The Bidder scoring the highest combined score shall be the Preferred Bidder.

16. Contract period:

Total contract period shall be 1½ years (18 months) from issuance of work order. Within the period selected Organizations/ Institutions/ Agencies/ Firms have to complete the work for the selected Gram Panchayats.

17. Acceptance of Tender:

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

17.1 Execution of Formal tender after acceptance of tender

The tenderer, whose tender is approved for acceptance, shall within 7 days of the receipt of “Work Order” (WO/SO), will have to execute ‘Formal Agreement’ with the Tender accepting authority in quadruplicate copies.

18. Payment:

Transaction Advisory Services shall quote lump-sum fees for the assignment and payment for the same shall be as follows:

Sl. No.	Deliverable	% of total fees
1	During inception/ engagement	5%
2	After organizing district level workshops	7.5%
3	After organizing Block and GP level workshops	12.5%
4	After successful implementation of IEC/BCC activities in SLWM & PWM	10%
5	After IEC/BCC activities in MHM in selected GPs	5%
6	After approval of DPRs of selected GPs SWM by district authority	10%
7	After approval of DPRs of SWM of selected GPs by Panchayats & Rural Development Dept.	15%
8	3 months after implementation of SWM in selected GPs	15%
9	After implementation of GWM in selected GPs	10%
10	After implementation of Plastic Waste Management in selected blocks	10%

Payments mentioned at Sl. 2 to Sl 10 will be made after receiving satisfactory Completion Certificate from Additional District Magistrate in charge of Sanitation from concerned districts.

19. Important Conditions:

19.1 Completion Certificate

Completion Certificates for fully (100%) completed works during the current financial year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.

19.2 Penalty for suppression/ distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Panchayat and Rural Development Department, Government of West Bengal for a period of 3 (Three) years. In addition, his Earnest Money Deposit of Rs. 20,000/- will stand forfeited to the Government. Besides, the Additional Secretary, Panchayats and Rural Development Department, Government of West Bengal may take appropriate legal action against such defaulting tenderer.

19.3 Taxes & duties to be borne by the agency/institute/organization

Income Tax, GST, Sales Tax, Service tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy/ cess will have to be borne by the contractor and the rate should be quoted inclusive of all these charges.

19.4 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration of all factors and difficulties likely to be involved in the execution of work in all respect including transportation and delivery of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of **Mission Director, SBM (G), Panchayats and Rural Development Department, Joint Administrative Building, 8th floor, HC – 7, Sector III, Bidhan nagar, Kolkata – 700106**, Phone: **033-23343392** E-mail: **sbmg.prd-wb@bangla.gov.in** between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

19.5 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

20. Performance Security:

The successful tenderer shall have to deposit the Security Deposit Money as per Finance Department Order No. 4608-F(Y) dated 18.07.2018 & 796-F(Y) dated 25.02.2022 within 15 days of receipt of the work order. The Security Deposit may be adjusted with the Earnest Money Deposit of Rs. 20,000/- of the successful tenderer, on specific request. Security Deposit will be released after 180 days (6 months) from the date of final payment to the successful tenderer. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal action as deem fit & required.

21. Sub-Contracting of work:

Sub-contracting of the work or any part thereof awarded under the terms of contract shall not be permitted in any form. Sub-contracting will lead to termination of contract in addition to any other action taken for violation of Terms & Conditions.

22. Return of Earnest Money of the unsuccessful tenderer(s)

Return of the Earnest Money Deposit of Rs. 20,000/- of the successful as well unsuccessful tenderer(s) will be made as per existing Government Order No 3975-F(Y) Dated 28th July 2016 through State Government e-procurement portal.

23. Force Majeure:

The tenderer shall not be considered in default, if delay in execution of work occurs due to causes beyond his control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the contract may be extended for a length of time equal to the period of force majeure or at the option of the **Mission Director, SBM(G), Panchayats and Rural Development Department, Joint Administrative Building, 6th floor, HC – 7, Sector III,**

Bidhan nagar, Kolkata – 700106, West Bengal, it may be cancelled. Such cancellation would be without any liability whatsoever on the part of Society.

**Mission Director, SBM (G) &
Addl. Secretary to the Govt. of West**

Bengal

FORM – 1

APPLICATION FOR TENDER

To

Mission Director, SBM(G)

Panchayats and Rural Development Department,

Kolkata – 700106, West Bengal.

NIT No:

Dear Sir,

Having examined the Statutory, Non Statutory & NIT documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 201_____

Full name of applicant _____

Signature: _____

In the capacity of : _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In block capitals or typed)

Office address :

Telephone no(s) (office); _____

Mobile No : _____

Fax No : _____

E mail ID : _____

Signature of Bidder

FORM – 2

Certificate regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of.....

..... Do the
three

consecutive years or for such period since inspection of the Firm, if it was set in less than such three year's period.

SL. No.	Financial		Remarks
	Year	Turnover rounded up to Rs. In lakh (two digit after decimal)	
1.	2021-22		
2.	2020-21		
3.	2019-20		
Total			

Average Turnover: in Rs.

Note :

1. Average turnover is to be expressed in lakh of rupee, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the year 2021-22.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder

FORM – 3

Declaration against Common interest

I/We, Sri/Smt. _____, the authorized
signatory on behalf

..... do hereby
affirm that

..... Bidding against NIT No.....

SL. No. do not have any common interest either as a partner on any partnership firm /
joint venture as a

Proprietor / Owner of any other firm who is participating in the tender for the work I/We want to
participate.

Date:

.....

Signature of bidder

FORM 4

STATEMENT OF COMPLETION OF SIMILAR WORKS

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Total Value of Project	Whether Completion Certificate has been received (Yes /No)
	Name of Organization	Nature of Organization (Govt./ Semi-Govt./				

Note: The Work Order and Completion Certificate for each of the similar works enlisted here should be annexed.

Signature of Bidder

FORM 5A

Form 5: Consultant's Organization and Experience

A. Participating Bidder's organization/firm

- 1 Name of firm
- 2 Permanent address
- 3 Name of the principal officer and designation
- 4 Date of establishment
- 5 Office in West Bengal (HQ / Regional Office, if any)
- 6 Numbers of Permanent staff (Management /Technical)
7. Legal status
8. Research infrastructure available with the firm
8. Financial position of the organization in the past 3 years (attach copies of audited report of accounts of the past 3 years)

Financial Year	Total turnover
2021-22	Rs
2020-21	Rs
2019-20	Rs

[Provide here a brief description (about 2 pages) of the organization of the Consultant and, if applicable, each joint venture partner for this assignment.)

Signature of Bidder

B. Participating Bidder's Experience

[Using the format below, provide information on each assignment your firm has undertaken in the past that are relevant to the current topic of study.

Arrange assignments with the newest first. Use not more than 10 pages.]

1. Assignment name:
2. Name of Client/sponsor:
3. Location: (State/ District):
4. Duration of assignment (months):
5. Start date (month/year):
6. Completion date (month/year):
7. Approx. value of the contract (in INR):
8. Name of joint venture partner or sub-Participating Bidders, if any:
9. Name of senior regular full-time experts of the firm involved and functions performed
(indicate most significant profiles such as Project Director/Coordinator, Team Leader):
10. Narrative description of the study conducted:
11. Publications/reports produced out of the study:

Signature of Bidder

Form -6

A proposed roadmap of the activities to be undertaken under Solid Liquid Waste Management in rural areas during the first 18 months mentioning the activities, budget, timeline and measurable outcomes.

(upto 20 pages, inclusive of charts and diagrams)

- a. **Methodology:** In this part you should explain your understanding of the objectives of the assignment and describe the methodology you will use to carry out the research study and to obtain the expected outputs, and the degree of detail of such outputs.
- b. **Work Plan:** Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports in line with the ToR. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR, and informed by the conditions and seasonality of the study areas.
- c. **Personnel and assignment schedule:** In this part you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel, if any (Forms 7-8). You shall also specify if you will be the lead firm in a joint venture or in an association with Sub-Participating Bidders. For joint ventures, you must attach a copy of the joint venture agreement.
- d. **Timeline of activities:** Here explain the timeline of activities to be taken up chronologically monthwise.
- e. **Measurable outcome:** The measurable outcome of the activities to be given for difference period of interval.
- f. **Budget:** The break up for the proposed budget for different activities to be mentioned.

Form -7

Team Composition, Task Assignments and Summary of CV Information

Position Assigned	Family Name, First Name	Area of Expertise	Task Assigned	Education / Degree (Year/ Institution)	No. of years of relevant project experience	CV signature (by expert/by other)

Form -8

Curriculum Vitae (CV) for Proposed Team

[arrange serially as given in Form 7]

1. **Proposed Position:**
2. **Name of Firm** [insert name of firm proposing the expert]: ____
3. **Name of Expert**
4. **Date of Birth:**
5. **Education:** mention university/year
6. **Other Trainings** [indicate significant training since degrees under 5 - Education were obtained]:
7. **Work Experience:** [in the last 5 years]:

<p>From [Year]: _____ To [Year]: _____</p> <p>Employer: _____</p> <p>Positions held: _____</p>	
<p>Detailed Task Assigned</p> <p>(List of all tasks to be performed under this assignment as given in the ToR)</p>	<p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed]</p> <p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p> <p>Reports Produced:</p>

8. **Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- (i) this CV correctly describes my qualifications and my experience;
- (ii) I am committed to undertake the assignment within the validity of Proposal;
- (iii) I am not part of the team who wrote the terms of reference for this consulting services assignment;

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of expert or authorized representative of the firm]¹

Full name of authorized representative:

¹ This CV can be signed by an authorized representative of the Consultant provided that if the Consultant's proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

Declaration:

We hereby declare that all the information provided here are true and understand that any wrong information contained in it may lead to our disqualification.

We confirm that our personnel as proposed here will be available for the assignment and commit to work for the successful completion of the assignment, in the event of the assignment awarded to us.

We also declare that we have not been blacklisted or placed under funding restriction by any government agency.

Date:

Name of the Signatory:

Place:

Designation:

Seal:

ANNEXURE 1

Tender Inviting Authority- Mission Director, SBM(G), Panchayats and Rural Development Department, Kolkata – 700106, West Bengal.

Nature of Work- Engagement of state level support organization for solid and liquid waste management initiative in Rural areas.

NIT no.:

Bidder Name:-

This BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filing the relevant columns, else the Bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.

SL. No.	Description of Work	Area of Study	Unit	Rate in figures To be entered by the Bidder Rate quoted must be inclusive of all taxes	
				Figures	Words
1.	Engagement of state level support organization for solid and liquid waste management initiative in Rural areas.	1. Alipurduar 2. Cooch Behar 3. GTA 4. Jalpaiguri 5. Siliguri MP	1 No		

Annexure 2

District wise target to be under taken by support organization

Sl. No.	Districts	Target no. of GPs
1.	Alipuduar	64
2.	Cooch Behar	125
3.	GTA	111
4.	Jalpaiguri	77
5.	Siliguri MP	20
	Total	397

Additional Terms & Conditions

Notwithstanding anything contained in the form in which the contract is executed, the following shall constitute terms and conditions of contract and shall be binding on the contractor.

1. All correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made with the Mission Director, SBM (G) Panchayats & Rural Development Department, Govt. of West Bengal. If any correspondence of above tender is made with Officers other than the Mission Director, SBM (G), P&RD Department for speedy execution of works, the same will not be valid. In case of dispute, the decision of the Mission Director, SBM (G), P&RD Department shall be final and binding.

2. **Team composition:** To perform the above activities a dedicated team of experienced and qualified persons should be in the team. However firm is at freedom to employ maximum numbers of persons.

Sl. No.	Experts	Minimum requirement of personnel
1	Project Manager/ Team leader	1
2	Consultant (Civil Engineer)	2
3	Consultant (IEC/ HRD/ Marketing)	1
4	Field supervisors	4

3. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.

4. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.

5. Mission Director, SBM (G), P&RD Department or his authorized representative shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.

6. The Tender Inviting Authority of the Society shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.

7. No Price preference will be applicable to W.B. Govt. Undertaking, as per Finance Dept. G.O. No. 8648-F(Y), dated 12th October 2012.

8. Imposition of any duty/ tax rules etc whatsoever of its nature (after work order/ commencement and completion of the work) is to be borne by the tenderer.

9. No mobilization/ secured advance bill will be allowed.

10. GST/ Sales Tax, Cess, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be

paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.

11. All working tools and plants will have to be arranged by the contractor at his own cost.
12. The Authorized Officer of Mission Director, SBM (G) Panchayats & Rural Development Department, Govt. of West Bengal will monitor the work from time to time or every day. The design and specification of work should be done under his guidance. All the materials used in construction should be approved by him before used in construction.
13. In case any clarification is required, the interpretation of the Mission Director, SBM (G), P&RD Department will be final.
14. The final acceptance of the tender will be subject to the receipt of approval of higher authorities.
15. The undersigned reserves the right to cancel the agreement at any point of time during the execution of the assignment if any terms & conditions are violated by the Organizations/ Institutions/ Agencies/ Firms.
16. The successful tenderer will not assign any or part of the work(s) to any other Organization/ Agency.
17. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non-receipt of Government sanction.
18. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.
19. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
20. Statutory Deduction: Income Tax, GST, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
21. During the inspection/ visit by the undersigned or by his representative, if the quality of assignment is found not up to the standard (pre-fixed), the Organization/ Agency is bound to rectify the quality up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Government of West Bengal.
22. Minimum wage rule of the Government should strictly be followed.

**Mission Director, SBM (G) &
Addl. Secretary to the Govt. of West Bengal**