

Request for Proposal

Selection of Service Provider

[Through Quality and Cost Based Selection (QCBS) method]

For

Project Execution Services

Service Provider for Nirmal Agra Project

RFP No.: TARA/NAP/TN/MSP/01/2021 Dt.05.10.2021



Issued on 5th October 2021

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SECTION 1 - GENERAL INFORMATION

1. Definitions

- 1.1 "**Affiliate(s)**" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Service Provider.
- 1.2 **AEPW** means "Alliance to End Plastic Waste"
- 1.3 "**Client**" means the implementing agency that signs the Contract for the Services with the selected Service Provider.
- 1.4 "**Service Provider**" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- 1.5 "**Contract**" means a legally binding written agreement signed between the Client and the Service Provider.
- 1.6 "**Data Sheet**" means an integral part of the instructions to Service Provider. Section II that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the instructions to Service Provider.
- 1.7 "**Day**" means a calendar day.
- 1.8 "**Experts**" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Service Provider, sub-Contractor or members of these Service Provider.
- 1.9 "**Key Expert(s)**" means an individual professional provided by the Service Provider or its sub-Contractors, whose skills, qualifications, knowledge and experience are critical to the performance of the services under the Contract and whose CV is taken into account in the Technical evaluation of the Service Provider's proposal.
- 1.10 "**LOI**" means the Letter of Invitation being sent by the Client to the shortlisted Service Provider.
- 1.11 "**Proposal**" means the Technical Proposal and the Financial Proposal of the Service Provider.
- 1.12 "**RFP**" means the Request for Proposals to be prepared by the Client for the selection of Service Provider.
- 1.13 "**Services**" means the consulting services work to be performed by the Service Provider pursuant to the Contract.
- 1.14 "**Sub-Service Provider** " means an entity to whom the Service Provider intends to sub-contract any part of the services while remaining responsible to the Client during the performance of the Contract.
- 1.15 "**TORs**" (this Section VII of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Service Provider and expected results and deliverables of the services.

2. Eligibility Criteria

- 2.1. The Service Provider applying for Proposal should meet the following criteria:
 - 2.1.1. Be a not-for-profit/ for profit entity set up as per Indian laws under the Companies Act of 1956 and 2013 (Section 8 companies are also eligible if they are not enjoying tax exempt status, are executing contracts under commercial basis, are complying with taxation laws and have valid GST registration).
 - 2.1.2. Must have experience of working with start-ups in the clean technology space and waste management for one year or more.
 - 2.1.3. Must have experience of working on a waste management project in the city of Agra in last two years, where project will be executed. The waste management project here implies ground studies focusing on city and waste mapping, feasibility study, gap analysis, project management, infrastructure projects, with major focus on managing plastic waste. Agencies which have only behavioural and public awareness experience in this area **are not eligible to apply**.
 - 2.1.4. Must have in-house capability of developing digital/tech tools, i.e. must have understanding of handling location maps (google maps), image processing applications, and understanding and application of mapping tools, etc.
 - 2.1.5. Experience of working with multilateral agencies will be preferred.
 - 2.1.6. Experience of working in close association with municipality will be preferred.
- 2.2. Government officials and civil servants of the India are not eligible to be included as experts in the Service Provider's proposal.
- 2.3. This Project **does not** allow any joint venture/consortium
- 2.4. Team Leader appointed by the Service Provider should be a full-time employee of the Service Provider and must have experience of working with Urban Local Bodies in State of Uttar Pradesh

Following companies are not eligible to apply:

- a. Are bankrupt or being wound up or ceasing their activities, are having their activities administered by the courts, have entered into receivership, or are in any analogous situation arising from a similar procedure;
- b. Have been:
 - a) convicted, within the past five years by a court decision, which has the force of res judicata in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a Contract, unless they provide supporting information together with their Statement of Integrity (Form available as Appendix to the Application, Bid or Proposal Submission Form) which shows that this conviction is not relevant in the context of the Contract;
- c. Have been subject within the past five years to a Contract termination fully settled against them for significant or persistent failure to comply with their Contractual obligations during Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against them;
- d. Have not fulfilled their fiscal obligations regarding payments of taxes in accordance with the legal provisions of India;
- e. Have been blacklisted by Central / State Government / Govt. and Non-Govt. agencies.

3. General Considerations for preparation of Proposals

- 3.1. In preparing the proposal, the Service Provider is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3.2. The Service Provider shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome

of the selection process.

3.3. The Proposal, as well as all correspondence and documents relating to the proposal exchanged between the Service Provider and the Client shall be written in the English language.

3.4. The Proposal shall comprise the documents and forms listed in the Data Sheet.

3.5. The Service Provider shall submit only one proposal, in its own name. If a Service Provider submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

3.6. Proposal validity

- The **Data Sheet** indicates the period during which the Service Provider's proposal must remain valid after the proposal submission deadline.
- During this period, the Service Provider shall maintain its original proposal without any change, including the availability of the key experts, the proposed rates and the total price.
- If it is established that any key expert nominated in the Service Provider's proposal was not available at the time of proposal submission or was included in the proposal without his/her confirmation, such proposal shall be disqualified and rejected for further evaluation

3.7. Clarification and amendment of RFP

- The Service Provider may request a clarification of any part of the RFP before the Proposal submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Service Providers. The Client however reserves the right to not respond to the requests for clarifications if these are deemed frivolous.
- At any time before the Proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Service Providers and will be binding on them. The shortlisted Service Provider's shall acknowledge receipt of all amendments in writing.
- If the amendment is substantial, the Client shall extend the Proposal submission deadline to give the shortlisted Service Providers reasonable time to take an amendment into account in their proposals.
- The Service Provider may submit a modified proposal or a modification to any part of it at any time prior to the Proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

4. General Terms & Conditions

4.1. Rates:

4.1.1. Rates quoted should be in Indian Rupees (INR) on **DOOR Delivery at Agra basis**, inclusive of all the charges including all taxes, packing, unpacking, loading, unloading, transportation and installation charges, insurance and commissioning etc.

4.1.2. The tendered rates shall remain valid and applicable during the whole execution period and the supplier shall not be entitled to any price variation or escalation **except for statutory changes**.

4.2. **Validity:** The **quoted** rates must be valid for a minimum period of **90 days** which shall be reckoned from the date of opening for price bid.

4.3. Terms of Payment:

Payments will be made to the Service Provider in the following installments:

4.3.1. 5% payment will be made on successful signing of Contract.

4.3.2. 5% payment, on acquisition of land for setting up of 1-4 nos. SLRM's & 1 Processing units.

4.3.3. 15% payment on setting up of 2 SLRM's, land acquisition for 5-12 nos. SLRM's, & Behaviour change campaign initiated.

- 4.3.4. 15% payment once SLRM 1&2 and Vehicles and Bins in operation.
- 4.3.5. 15% payment once SLRM 3 & 4, Processing unit 1 & 2 set up.
- 4.3.6. 5% payment once SLRM 3 & 4 and Processing unit 1&2 in operations.
- 4.3.7. 15% payment, once SLRM 5, 6, 7 & 8 is set up and Behavioural change campaign 2 is initiated.
- 4.3.8. 20% payment once SLRM 5, 6, 7 & 8 is in operations and SLRM 9, 10, 11 & 12 are set up.
- 4.3.9. Balance 5% payment when 100% SLRM & processing units are up and running and final report is submitted.
- 4.4. The payment mentioned in this point includes all types of payments due to the supplier arising on account of this Contract.
- 4.5. The amounts payable by the Client to the Service Provider under the Contract shall be subject to local taxation (e.g. Goods & Services Tax) and deductions at source, as applicable.
- 4.6. All payments shall be made by NEFT/RTGS/DBT. Service providers should provide bank account detail in the following format:

1	Name of Bank	
2	Address of the Branch	
3	IFSC	
4	Bank Account No.	
5	Type of Account	

4.7. Dispute:

- 4.7.1. In case of any disputes, the decision of the President, Society for Technology and Action for Rural Advancement shall be final and binding on the Bidders.
- 4.7.2. Arbitration: The Contract is based on mutual trust and confidence. Both the parties agree to carry out the service Contract in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the TARA and the Bidder/ Service provider in connection with or arising out of the Contract, whether during the Contract period or completion and whether before or after the termination, abandonment or breach of the Contract, shall be referred to and settled by sole arbitration appointed by the President, Society for Technology and Action for Rural Advancement, New Delhi who shall give written award of his decision to both the parties.
- 4.7.3. All legal disputes shall be subjected to jurisdiction of New Delhi court(s) only.

5. Technical proposal format and content

- 5.1. The Technical Proposal shall not include any Financial information. A Technical Proposal containing material Financial information shall be declared non-responsive.
- 5.2. Service Provider shall not propose alternative key experts. Only one CV shall be submitted for each key expert position. Failure to comply with this requirement will make the proposal non-responsive.
- 5.3. The Technical proposal shall be prepared using the standard forms provided in Section III of the RFP.

6. Financial Proposal

- 6.1. The Financial Proposal shall be prepared using the standard forms provided in Section IV of the RFP. It shall list all costs associated with the services, including (a) remuneration of key experts and non-key experts, (b) other expenses indicated in the Data Sheet.
- 6.2. Taxes: The Financial Proposal should clearly estimate, as a separate amount, the taxes, duties, fees, levies and other charges imposed in India as under the applicable law, on the Service Providers as stated in the Data Sheet. The Service Provider will be responsible for meeting all tax liabilities

arising out of the Contract unless stated otherwise in the Data Sheet.

6.3. All values will be expressed in Indian Rupees

7. Submission of Proposals

- 7.1. The Service Provider shall submit a signed and complete proposal comprising the documents and forms (documents comprising proposal). The submission can be done through courier or by hand.
- 7.2. All the Proposals should be delivered in the name of Ms. Aakriti Uttam, Senior Manager, Society for Technology and Action for Rural Advancement (TARA) to the address B-32 TARA Crescent Qutub Institutional Area, New Delhi 110016, through courier or by hand.
- 7.3. An authorised representative of the Service Provider shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal. The authorisation shall be in the form of a written power of attorney attached to the Technical Proposal.
- 7.4. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 7.5. The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL, [Name of the Services]", reference number, name and address of the Service Provider, and with a warning "DO NOT OPEN UNTIL TECHNICAL PROPOSAL OPENING".
- 7.6. Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL, [name of the Services]", reference number, name and address of the Service Provider, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL".
- 7.7. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the services, Service Provider's name and the address.
- 7.8. If the envelopes and packages with the proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 7.9. The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened. One company is permitted to submit only a single Proposal.

8. Opening and Evaluation of Proposals

- 8.1. The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted either virtually or physically. Service Provider's authorised representatives who choose to attend. The opening date, time and address are stated in the **Data Sheet**. The envelopes with the Financial proposal shall remain sealed.
- 8.2. At the opening of the Technical Proposals the following shall be read out: (i) Name of the Service Provider (ii) Presence or absence of a duly sealed envelope with the Financial Proposal; and (iii) Any other information deemed appropriate or as indicated in the **Data Sheet**.
- 8.3. The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a Technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum Technical score indicated in the **Data Sheet**.
- 8.4. After the Technical evaluation is completed, the Client shall notify those Service Providers whose proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying Technical score (and shall provide information relating to the Service Provider's overall Technical score) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Service Providers that have achieved the minimum overall Technical score and inform them of the

date, time and location for the opening of the Financial Proposals. The opening date should allow the Service Providers sufficient time to make arrangements for attending the opening. The Service Provider's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Service Provider's choice.

- 8.5. The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Service Providers whose proposals have passed the minimum Technical score. At the opening, the names of the Service Provider, the overall Technical scores, and the total prices shall be read aloud and recorded. Copies of the record shall be sent to all Service Providers who have submitted the Proposal.
- 8.6. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections will be made to the Financial Proposal.
- 8.7. QCBS criteria will be used for evaluating Proposals. In the case of quality and cost based selection (QCBS), the total score is calculated by weighting the Technical and Financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Service Provider achieving the highest combined Technical and Financial score will be invited for negotiations.
- 8.8. If there is only one bid submitted in response to this tender notice, the Client reserves the right to award the Contract as per its discretion to the single bidder or invite fresh bids, if deemed necessary. In the event that the Client and Service Provider shortlisted for award of the Contract are not able to enter into an agreement with regard to terms and conditions of the Contract, the client reserves the right to consider the second best bidder for award of the Contract without inviting and evaluating fresh bids.

Integrity Due Diligence Check

Prior to the awarding of the Contract, the Client will, in conjunction with AEPW, conduct an integrity due diligence check of the selected Service Provider. Such checks will include, but are not limited to, sanctions, negative news, and conflicts of interest. The selected Service Provider agrees to provide relevant documents requested by the Client and AEPW in order to conduct this check.

9. Award of Contract

Selected Service Provider shall be invited to discuss specific conditions of the Contract and upon mutual agreement on the terms and conditions of the Contract will be given a Letter of Intent (LOI) by the Client. After which the Service Provider shall be invited to sign the Contract within seven days. The Service Provider is expected to commence the services on the date and at the location specified in the **LOI**.

SECTION 2: PROPOSAL DATA SHEET

A. General		
A.1	Applicable law: <i>India</i>	
A.2	Name of the Client: Society for Technology and Action for Rural Advancement (TARA) Address: Ms. Aakriti Uttam, Senior Manager, B-32 TARA Crescent Qutub Institutional Area, New Delhi 110016 Method of selection: Quality and Cost Based Selection (QCBS)	
A.3	The name of the Services is: Selection of Service Provider for Nirmal Agra Project	
B. Preparation of Proposals		
B.1	Proposals shall be submitted in English language . All correspondence exchanges and documents shall be in English language .	
B.2	<p>The proposal submitted in a common outer envelope, shall comprise the following:</p> <p>1st inner envelope with the Technical proposal:</p> <ol style="list-style-type: none"> (1) Technical proposal submission form (TECH-1) (2) Power of attorney to sign the Proposal (3) Statement of integrity, environment and social responsibility (signed) (4) Description of methodology, work plan and team composition (TECH-2, TECH-3, TECH-4 and TECH-5 are provided as indicative format) (5) Copy of valid PAN Card (6) Copy of valid GST Certificate (7) Copy of some major projects based on “Plastic waste management “executed in last 2 years in Agra city. (8) Declaration, as mentioned at Section 6. <p>2nd Inner Envelop with the Financial Proposal:</p> <ol style="list-style-type: none"> (1) Financial proposal submission form (FIN-1) (2) Summary of costs (FIN-2) (3) Breakdown of prices (FIN-3, FIN-4 and FIN-5 are provided as indicative in the formats attached below 	
B.3	<p>The deadline for submission of Proposals is Wednesday, 20th October 2021. The bid must remain valid for 90 days after the bid submission deadline i.e., until: Tuesday, 18th January 2022. Clarifications may be requested within a week or 7 days prior the bid submission deadline, i.e. Wednesday, 13th October 2021. All the queries must be addressed at ‘nirmalagra@tara.in’.</p> <p>The contact address for all purposes: Technology and Action for Rural Advancement, B-32 Tara Crescent Qutub Institutional Area, New Delhi 110016, Tel: +91-11-26544100/26544200</p>	
B.4	<p>The Bid opening date & time: The Un-priced Technical Bids will be opened on Dt.21st October 2021, i.e. Thursday, at 2.00 pm at the address as mentioned at B.3, above.</p> <p>The Price Bids of only those bidders will be opened, who meets the essential Eligibility criteria and whose Techno commercial un-priced bids have been found to be substantially responsive. Date of opening of the Price Bids shall be separately intimated after evaluation of the Technical Bids.</p>	
C. Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:		
1	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TOR)	50
2	<p>Key Experts’ qualifications and competence for the Services:</p> <ul style="list-style-type: none"> • Position K-1: <i>Team Leader (10 marks)</i> • Position K-2: <i>Operations Manager (5 marks)</i> • Position K-3: <i>Solid Waste Management Expert (5 marks)</i> • Position K-4: <i>Other Positions (as proposed by the bidder) (10 marks)</i> 	30
3	Requirements mentioned in Eligibility Criteria	20
	TOTAL	100 Marks

	<p><u>Evaluation of criterion N°1:</u></p> <p>The number of points to be assigned for this criterion shall be determined considering the following four sub-criteria and relevant percentage weights:</p> <ul style="list-style-type: none"> (i) The methodology is clear and complete: all services, organization described, 25 per cent resources mobilized, list of activities, risks and assumptions (ii) The methodology is relevant: it brings an added value to the TORs and contains 25 per cent innovations (iii) The work plan is detailed, realistic and in line with the TORs and proposed 25 per cent methodology (iv) The number of experts and the expected number of working days for each expert 25 per cent are adequate to satisfactorily perform each activity. <p>Total 100%</p> <p><u>Evaluation of criterion N°2:</u></p> <p>The number of points to be assigned to each key expert mentioned above shall be determined considering the following four sub-criteria and relevant percentage weights:</p>	
	(i) General qualifications (general education, training, and experience, relevant local languages spoken)	25 per cent
	(ii) Adequacy for the services (relevant education, training, experience in the sector/similar services)	40 per cent
	(iii) Relevant experience in the region (working level fluency in local language(s)/ knowledge of local culture or administrative system, government organization, etc.)	35 per cent
	Total Weight	100%
	<p><u>Evaluation of criterion N°3:</u></p> <ul style="list-style-type: none"> • Must have experience of working on a waste management project in the city of Agra, where project will be executed – 35 per cent • Be a not-for-profit/ for profit entity set up as per Indian laws under the Companies Act of 1956 and 2013 (Section 8 companies are also eligible if they have a track record of having undertaken commercial service agreements and are tax paying entities with valid GST registration). – 25 per cent • Must have experience of working with startups in clean tech space and waste management- 25 per cent • Experience of working in close associations with municipality will be preferred – 15 per cent 	
	<p>The minimum Technical score (St) required to pass is: 75 on a scale of 1 to 100. <i>Note: Service Provider s may be asked to make a presentation via video-conference to explain their methodology, key experts profile and their approach for this project, if required.</i></p>	
4	<p>An online option of the opening of the financial proposals is offered: No</p>	
5	<p>The evaluation will be carried out on the basis of the Service Provider’s Financial proposal excluding all taxes, duties and fees. During negotiations of the Contract, the calculation of applicable taxes, duties and fees will be examined and agreed upon.</p> <p>Applicable taxes, duties and fees shall be added, if needed, to the Contract price on a separate line.</p>	
6	<p>The lowest evaluated Financial proposal (Fm) is given the maximum Financial score (Sf) of 100.</p> <p>The formula for determining the Financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/F, in which "Sf" is the Financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (F) Proposals are:</p> <p>T = 80 and F = 20</p> <p>Proposals are ranked according to their combined Technical (St) and Financial (Sf) scores using the weights (T the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) as following: S = St x T% + Sf x F%.</p>	

7	Expected date for the commencement of the Services: Date: 16th November 2021.
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SECTION 3: FORMS TO BE FILLED FOR TECHNICAL PROPOSAL

Form TECH 1: Technical proposal submission form

[Location, Date]

To: _____

[Name and address of the Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the services for [Selection of Service Provider for Nirmal Agra Project](#) in accordance with your Request for Proposals dated *[Insert Date]* and our proposal. We are hereby submitting our proposal, which includes this Technical proposal and a Financial proposal sealed in a separate envelope.

[Insert the full name and the legal address of Director or appointed authority].

We are submitting our proposal with the following firms as sub-Contractors: *[Insert a list with full name and address of each sub-Contractors].*

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this proposal may lead to the rejection of our proposal by the Client;
- b) Our proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet;
- c) Our proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our proposal is accepted and the Contract is signed, to initiate the services related to the assignment no later than the date indicated in the Data Sheet.

We acknowledge and agree that the Client reserves the right to annul the selection process and reject all proposals at any time prior to Contract award, without thereby incurring any liability to us.

Authorised Signature *[in full and initials]*:

Address with contact information

Form TECH–2: Technical Proposal

[Below is a suggested structure of the Technical Proposal]

1. Service Provider's structure and experience

[Provide here a brief description of the background and organisation of your company]

2. Description of Approach, Methodology, and Work Plan in accordance with the Terms of Reference

Technical approach and methodology:

[Please explain your understanding of the objectives of the services as outlined in the Terms of Reference (TORs), the Technical approach, and the methodology you would adopt for implementing the tasks and deliver the expected output(s), and the degree of detail of such output. Include here your comments and suggestions on the TORs and comments on counterpart staff and facilities provided by the Client if any. [Please do not repeat/copy the TORs in here.]

Work Plan

[Please outline the plan for the implementation of the main activities/tasks of the services, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the Technical approach and methodology, showing your understanding of the TORs and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work schedule form (form TECH-3) may be used for that purpose.]

3. Service Provider's Organisation and Staffing

[Please describe the structure and composition of your team, including a list of the key experts, non-key experts and relevant Technical and administrative support staff, and staffing for training, if the Terms of Reference specify training as a specific component of the services. Experts' inputs should be specified and should be consistent with the proposed methodology and the TORs requirements. Form TECH-4 may be used for that purpose. CVs of all experts shall be provided (form TECH-5 may be used for that purpose).]

Form TECH 3: Work Schedule and Planning for Deliverables – Service Provider to build this as per understanding of ToR

Form TECH 4: Team Composition, Assignment and Key Experts' Input - – Service Provider to build this as per understanding of ToR

Form TECH 5: CVs of Key Experts – Service Provider can share a standard format with details like qualification, experience, adequacy of services etc. The CVs should be accompanied by signed undertaking of key experts as suggested in the Datasheet

SECTION 4: FORMS TO BE FILLED FOR FINANCIAL PROPOSAL

Form FIN-1: Financial proposal submission form

[Location, Date]

To:

[Name and address of Client]

Dear Madam/ Sir,

We, the undersigned, offer to provide the services for [Insert title of Services] in accordance with your Request for Proposal dated [Insert Date] and our Technical proposal.

Our attached Financial Proposal is for the amount of [Indicate amount(s) in words and figures for each currency(ies)], excluding taxes, duties and fees as per the Data Sheet. The estimated amount of these applicable taxes, duties and fees in INR [Insert amount in words and figures and currency] which shall be confirmed or adjusted, if needed, during negotiations. [Please note that all amounts shall be the same as in form FIN-2]

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

We understand you reserve the right to annul the process and reject all proposals at any time prior to Contract award.

Yours sincerely,

Authorised Signature:

[In full and initials]

Name and Title of Signatory:

In the capacity of:

Address:

Email:

Form FIN-2: Summary of costs for the Contract

Form FIN-3: Cost break up for human resource suggested

Form FIN-4: Indicated Opex and revenue plan for Solid Liquid Resource Management (SLRM) centres and processing plants

These forms (FIN 2-4) have been attached with the tender

SECTION 5: TERMS OF REFERENCE

Context

Since the time first synthetic plastic was manufactured, we have come a long way and seen invention of various types of plastics. Depending on resin polymer or recyclable output, plastic has been classified into various types. Plastics by virtue of various benefits that they offer, have found their way into various usages, manufacturing processes and utility products. On comparison of lifecycle analysis with other substitute products like paper, glass, metals etc, their benefits are far more.

However, unmanaged plastic waste is also a deep concern. Plastic waste is a growing concern for all cities. Unmanaged plastic waste finds its way into water bodies, riverine systems and finally leaking into the oceans. Proper management of plastic waste – segregation, collection, recycling, and processing – can help into tapping circular economy around plastic waste. Waste around the cities located on river banks need to be managed in an environment friendly manner.

This feasibility study has been done in the city of Agra with an objective to understand the gaps in plastic waste management and propose an action plan in the form of 2-year plan towards augmenting segregation, collection, recycling and processing infrastructure to manage plastic waste in Agra.

Integrated Waste Management Project will be implemented in Agra, India, and from now on referred to as Nirmal Agra Project, to set up new waste collection infrastructure, augment existing waste collection infrastructure, improve data capture and reporting, set up new and upgrade existing waste sorting infrastructure, and undertake behavioural change programs – to address the issue of leakage of plastic waste into the environment.

The overall aim of Nirmal Agra project is to set up new waste collection infrastructure, augment existing waste collection infrastructure, improve data capture and reporting, set up new and upgrade existing waste sorting infrastructure, and undertake behavioural change programs- to address the issue of leakage of plastic waste into the environment.

Strategic objectives of the project:

- Reduce plastic waste leakage to the Yamuna river by 9 KTA and increase the proportion of plastic waste that is mechanically recycled rather than landfilled
- Develop archetype designs for collection, sorting and digital solutions which may also be applicable to other cities

This will be achieved through following measures:

- Use innovation and technology deployment to augment plastic waste segregation, collection, recovery and recycling, as per multiple plastic grades.
- Create ecosystem for plastic waste transportation, recycling and treatment for end use processing.
- Improve socio-economic indicators of rag-pickers and integrating them into the mainstream.
- Participation from stakeholders including governments, regulators, NGOs, community, multilateral agencies, start-ups, corporates, and other private service providers.

Benefits

Through these elements, the Proposal aims to increase plastic capture in Agra City from 50% to nearly 90% within 2 years. This will considerably help in cleaning up the city, reduce the burden on landfill and bring in social, environmental and economic benefits.

Environmental Benefits:

- Setting up efficient collection channel to transfer the waste from source to SLRM
- Ensuring maximum resources are recovered from the waste and minimise plastic waste entering directly into the landfill
- Reducing the waste directly entering the waterbodies
- Promoting decentralised management of wet waste
- Using technology to collect data on plastic waste to ensure better management

Social and Economic Benefits:

- Project a better image of city and encourage tourism
- Reducing disease burden and saving health costs
- Improve socioeconomic indicators for ragpickers & other waste management workers
- Tap into circular economy and support setups depending on it
- Improve waste awareness among communities leading to more segregation and better waste collection

TARA is proposing to undertake Nirmal Agra Project with support from international funding partner – Alliance to End Plastic Waste, also referred to as AEPW. AEPW is a global non-profit organisation working on solving the problem of plastic waste by uniting industry, governments and intergovernmental and non-governmental organisations to develop and invest in projects that harness their collective resources and Technical expertise. In India, AEPW has funded projects in Rishikesh, Haridwar and Pondicherry– with objective to prevent plastic waste polluting water bodies and before finally entering the oceans every year.

Requirement for Service Provider

TARA has a mandate to appoint Service Provider which has to execute the project. The Service Provider shall set up office and operations control room as required for effective implementation of the project and install other services as necessary to safe and effective completion of the work.

Duration: 20 Months

The project execution phase will begin subject to approval of funding from the donor partner and will continue for 20 months, during which the Service Provider is authorised to design, construct, operate and maintain the Project Facilities in accordance with the provisions mutually agreed upon.

Role of Project Service Provider

A. Key Performance Indicators:

1. Establish 12 SLRM (with capacity of maximum 10TPD) centres with an aim to achieve annual capacity of 9 KTA by the 18th month of the project period.

2. Set-up of two processing units to recycle 80-90 per cent of the plastic waste being collected, i.e. 7-8 KTA, by the end of project period. Conversion of recyclable plastic into materials such as paver blocks/bricks from multi-layered plastics, other low value plastics and pellets from PE and PP.
3. Generate a revenue of a minimum INR 350 lakhs from selling of recycled products in the market, by the end of project period.

B. Functions to be performed by the Service Provider:

1. Set-up, maintain and manage operations of 12 SLRM centres and 2 processing units:

- Set-up and execute an institutional mechanism for collection, segregation and higher value recycling of plastic waste.
- Generate critical inputs like design, final BOQ, layout, site selection, etc. to set-up and execute infrastructure for SLRMs and processing units on ground.
- Manage, maintain and operate the equipments procured by the Client (refer Table Number 1, below).
- If deemed necessary by the Service Provider, appointment of local waste management enterprises for running, operations and maintenance of infrastructure set up for plastic and other waste management, wherein the amount paid to the single enterprise should not exceed 10 per cent of the overall budget.
- Prepare streetwise plan of collection of litter and waste from hotspots, dumpsites, street, roads, and basically all uncollected waste.
- Conduct regular clean up drives.
- Identify plastic generation points, waste expected, type of vehicle, vehicle route, timings of collection, manpower allotted to each vehicle and output expected.
- Auto Cad Map of the area: Identify vehicle allocation recommended for each area; device and mark routes of the vehicle and equipment; decide on stop and identify transfer point and mark on map; assign route no, timings to each vehicle route, city zoning operations etc.
- Identify places of operations and maintenance of infrastructure.
- Prepare the micro and macro operations plan.
- Sale/Distribution/ Promotion of value-added products.
- Generate a revenue a minimum of INR 350 lakhs from the systems set at ground from month 6th to 18th month.

2. Support to the Client in organising behavioural change activities and campaigns

- Contribute to conduct behavioural change activities at ground
- Contribute to organise public awareness campaigns and workshops at ground
- Facilitate and make arrangements of such events as and when required by the Client

3. Improve environment, social-economic indicators pertaining to plastic waste management

- Conduct activities to improve socio-economic indicators for rag-pickers
- Facilitate to improve the ancillary conditions and provide assistance to informal recycling workers
- Develop digital solutions in the form of app and a website to map and monitor the status of plastic waste collected and recycled and also to capture socio-economic indicators at regular intervals
- Facilitate to sell or otherwise dispose-off, without landfilling, all recyclables in a manner which is not detrimental to the environment

4. Documentation and other requirements

- Submit all relevant documents as prescribed by the Client

- Regularly submit visual records in the form of photographs, videos and testimonials from the field
- Facilitate and arrange on-ground meetings with Government Authorities like State Government, Municipal Corporation, Multilaterals, Non-Government Organisations etc. for the Client and work in close association with the relevant Government agencies.
- Participate in all project briefings and online or offline meetings.

Details of Infrastructure to be set up in Agra

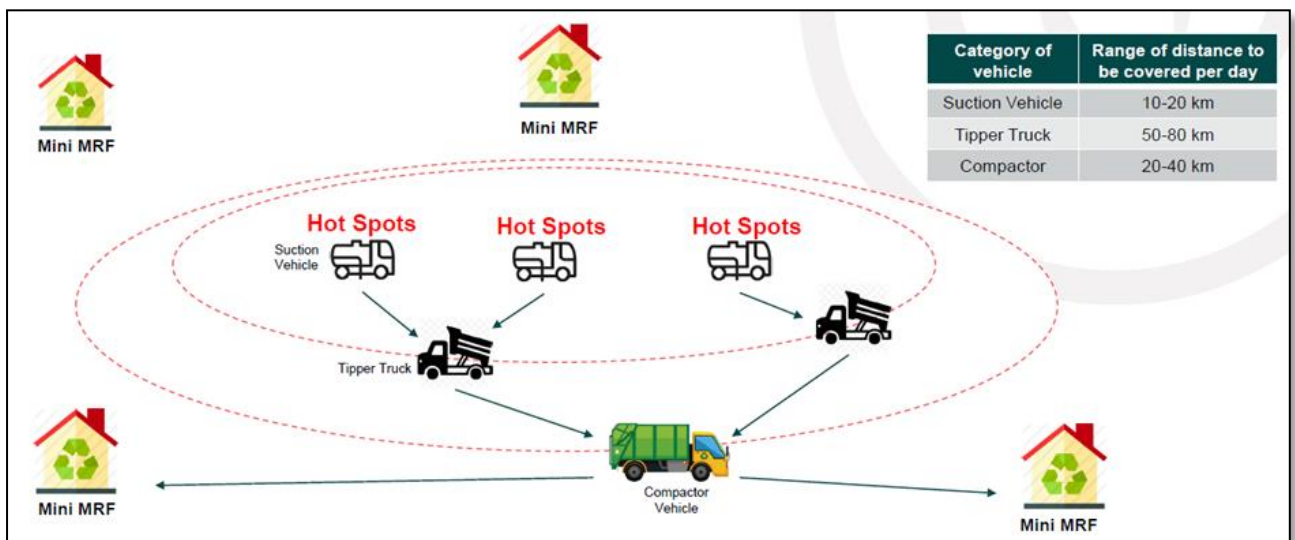
S No	Name	Details	Nos	Remarks
1	Waste collection systems	Innovative and creatively designed Waste Collection Systems or bins for capturing plastics	To be decided as per locations identified in consultation with Agra Nagar Nigam (ANN)	By Service Provider
2	Waste Transport Fleet			
i	<i>End of Suction Road Vacuum Cleaners</i>	Similar to Jatayu, litter picker machines with high-capacity suction power made to handle Indian waste and local conditions.	Upto 8 max. Will be brought in phase wise manner, and as per optimisation and performance in local conditions	To be procured and provided by the Client
ii	<i>Small Tipper Trucks</i>	Similar to Tata Ace or Ashok Leyland Dost, that can be mounted with a tipper mechanism. Easy to procure standardized product.	Upto 8 max	To be procured and provided by the Client
iii	<i>Waste Compactor</i>	Standardized product with 10 CUM Capacity to maximize utilization of End-Point Suction Vehicle that have the highest cost per capacity of waste it can carry. The vacuum will not work if the waste bin loaded on the End-Point Suction Vehicle is full.	3 max	To be procured and provided by the Client
iv	<i>Other vehicles</i>	Very limited quantity of specific vehicles like Tractor, JCB etc	3 max	To be procured and provided by the Client
3	SLRM or Sorting Centres	Decentralised model based SLRM Centres (Solid Liquid Resource Management Centres)	12 Phase wise manner	Infrastructure to be procured by the Client. Service Provider responsible for its set-up and operations
4	Plastic Processing Plant	Processing Plant for post-consumer plastics like PP, LDPE, PET and MLP	2 processing plants	Infrastructure to be procured by the Client. Service Provider responsible for its set-up and operations

**** Note:** References to specific equipment, machines, vehicles and any other hardware or infrastructure in the table above is only for the purposes of facilitating estimation of costs by the Service Provider.

C. Working Principles:

- **Deployment of the Project Team** - To set up team and appoint key and support staff for carrying out the project. This included key experts like Team Leader, Operations Manager, Solid Waste Management Expert etc.
- Corporate tie-ups for generating value for processed plastic through Extended Producer Responsibility (EPR).
- Proper maintenance and management of equipments of waste transport fleet such as Compactors, Suction Vehicles, Tipper trucks, which will be procured by the Client.

Process Flow Diagram:



***Here mini MRF implies SLRM centres with the capacity of 10 TPD of plastic waste.

SECTION: 6

DECLARATION

(To be provided on the letter head of the firm submitting the bid)

1. I,Son /Daughter of Shri
..... Proprietor/ Partner/ CEO /MD/
Director/ Authorized Signatory of M/s. am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, and I take full responsibility for the entire documents provided.
6. We certify that our organization meets all the conditions of eligibility criteria and technical specifications laid down in this tender document. Moreover, equipment supplier has agreed to support on regular basis with technology / product updates and extend support for the warranty.
7. We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/Govt. Department/Public Sector Undertaking in the last three years.

Signature of the
Authorized Person

Date: -----

Full Name -----

Place: -----
Seal

Company Address with

SECTION: 7**FINANCIAL ANNEXURES****FINANCIAL ANNEXURE 2: Summary of costs for the Contract****Summary of Costs**

S.NO.	Budget Head	Cost for 20 months	Remarks
1	Project team Cost (Details to be given in FIN 3)		
2	Set-up, maintain and manage operations of 12 SLRM centres with capacity upto 10TPD. Details of Functions of Service Provider, highlighted in TOR. (Details to be given in FIN 4)		
3	Set-up, maintain and manage operations of 2 processing units (Details of Functions of Service Provider, highlighted in TOR. Details to be given in FIN 4)		
4	Installation of waste collection systems in Agra city		
5	Digital Program Cost		
5.1	App for local project management		
5.2	Waste mapping software for entire project duration		
5.3	Project website development and management		
6	Support to the Client in organising behavioural change activities and campaigns (Details mentioned in TOR)		
7	Office and travel costs		
8	Multimedia, design, IEC material, PR and media management agency		
9	Capacity building and training of informal waste workers		
		Sub Total :	
		GST @	
		Total :	
Amount in Words:			

FINANCIAL ANNEXURE 3: Cost break up for human resource suggested

Human Resource Cost

S.NO.	Budget Head	Cost for 20 months	Remarks
	Team Leader		
	Operations Manager		
	Solid Waste Management Expert		
	Human Resource for managing SLRM's		
	Human Resource for managing Processing Units		
	Human resource for managing transportation fleets		
	Other Positions as Proposed by the Bidder		
Sub Total :			
GST @			
Total :			
Amount in Words:			

Note: Please provide the details/breakup of cost, by inserting rows suitably, wherever required.

FINANCIAL ANNEXURE 4: Indicated Opex and revenue plan for Solid Liquid Resource Management (SLRM) centres and processing plants

Revenue Generated Cost

S.NO.	Budget Head	Cost for 20 months (in ₹)	Remarks
1	OPEX required for SLRM centres and processing units		
2	Revenue generated from any other source		
2.1	Revenue earnings from sale of pellets/building materials produced in 2 processing units (Details mentioned in TOR)		
2.2	EPR earnings for each category of plastics handled		
2.3	Revenue generated from any other source		
3	Total revenue generated (2.1+2.2+2.3)		
	Net Cost (1 - 3)		
Sub Total :			
GST @			
Total :			
Amount in Words:			

Note : Please provide the details/breakup of cost, by inserting rows suitably, wherever required.

