



## **Request for Proposal (RFP)**

**For**

**Selection of Agency  
for**

**Supply, Installation, Operation & Maintenance,  
Housekeeping and  
De-installation of Pre-fabricated FRP Toilets &  
Urinals with Septic Tank/ Soak Pit on rental  
basis during  
the FIH Men's Hockey Cup for visitors at  
different Parking Area**

**RFP No. 16124**

**Date: 06.12.22**

**December 2022**

**OFFICE OF THE COMMISSIONER**

**Rourkela Municipal Corporation**

**Udit Nagar, Rourkela**

**Dist. - Sunadrgarh (Odisha)**

**Pin-769012**

**Website: [www.rmc.nic.in](http://www.rmc.nic.in)**

**Email Id: [rourkelamunicipality@gmail.com](mailto:rourkelamunicipality@gmail.com)**

## **DISCLAIMER**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Rourkela Municipal Corporation (hereby referred to as 'Authority') or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Rourkela Municipal Corporation, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Rourkela Municipal Corporation, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the assignment and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## Table of Contents

<b>Sl. No</b>	<b>Subject</b>	<b>Page No.</b>
1	DATA SHEET	4-5
2	INSTRUCTIONS TO BIDDERS	6-10
3	ELIGIBILITY CRITERIA	10-11
4	EVALUATION CRITERIA	11
5	TERMS OF REFERENCE	11-12
6	Annexure-I	13
7	Annexure-II	14
8	Annexure-III	15
9	Annexure-IV	16
10	Annexure-V	17
11	Annexure-VI	18
12	Financial Proposal	19
13	Annexure – B1: Financial Proposal - Covering Letter	19
14	Annexure – B2: Financial Proposal – Bill of Quantities (BOQ)	20

## 1. DATA SHEET

Sl. No	Activity	Description
<b>General</b>		
1	Assignment Name	Selection of Agency for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area
2	Name of the Authority	Commissioner, Rourkela Municipal Corporation
3	Nodal Officer Contact Details	Shri Sudhansu Kumar Bhoi, Dy. Commissioner, Rourkela Municipal Corporation
4	Selection Method	Qualified applicant who quote the least cost for the specified kinds of works shall be awarded
<b>Proposal Preparation</b>		
5	Language	Proposals shall be submitted in English language. All correspondence exchange for the assignment shall be in English language.
6	Technical Proposal	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: <ul style="list-style-type: none"> <li>• Annexure - I: Tender Submission Letter</li> <li>• Annexure - II: Bidder's Authorization Certificate</li> <li>• Annexure - III: Proforma for Affidavit</li> <li>• Annexure - IV: Information on Bidder's Organization</li> <li>• Annexure - V: Format for Financial Capacity</li> <li>• Annexure - VI: Eligible projects undertaken by the Bidder</li> <li>• Annexure - VII: Form of Bank Guarantee for Performance Security</li> <li>• Annexure - VIII: Reference Image</li> <li>• Proposal Processing Fee</li> <li>• Earnest Money Deposit</li> </ul>
7	Financial Proposal	2nd Inner Envelope with the Financial Proposal: <ul style="list-style-type: none"> <li>• Annexure - B1: Financial Proposal</li> <li>• Annexure - B2: Financial Proposal - Bill of Quantities (BoQ)</li> </ul>

8	Proposal Processing Fee	INR 11,200/- (Rupees Eleven Thousand Two Hundred only) (including GST) in the form of demand draft drawn in favour of 'The Commissioner, Rourkela Municipal Corporation', payable at Rourkela. The Proposal Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal
9	Earnest Money Deposit	INR 80,000 (Rupees Eighty Thousand only) in the form of demand draft in favour of 'The Commissioner, Rourkela Municipal Corporation', payable at Rourkela. The Earnest Money Deposit shall be submitted along with the 1st Inner Envelope of the Technical Proposal
10	Validity of the proposal	60 Days
11	Clarification	Clarifications may be requested no later than the time and date given in Sl.No. 15 of this Data Sheet. The email id for requesting clarifications is: <a href="mailto:rourkelamunicipality@gmail.com">rourkelamunicipality@gmail.com</a>
<b>Submission, Opening and Evaluation</b>		
13	Submission	The Firm must submit: (a) Technical Proposal (b) Financial Proposal  The bidders shall not have the option of submitting their Proposals electronically.
14	Date of RFP publication	06 <sup>th</sup> December 2022
15	Last date for submission of queries	4:00 PM 10 <sup>th</sup> December 2022
16	Proposal Due Date	12:00 PM 17 <sup>th</sup> December 2022 at the Office of The Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela-769012 (Odisha)
17	Technical Proposal opening	4:00 PM on 17 <sup>th</sup> of December 2022 at the Office of The Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela-769012 (Odisha)
19	Financial Proposal Opening	11:00 AM on 19 <sup>th</sup> of December 2022 at the Office of The Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela-769012 (Odisha)

## 2. INSTRUCTIONS TO BIDDERS

1. This Request for Proposal ("RFP") is being published to enable interested applicants ("Bidders") to participate in the Selection Process (as defined later in this document) for a supplier who is competent and eligible for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area.
2. The information contained in this RFP or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the RMC or any of its employees, consultants or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is or may be provided.
3. The bidder shall bear all costs associated with the preparation and submission of bid and RMC in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
4. All bidders are required to pay Tender Document Fee as per the details mentioned in data sheet. The fees are Non-Refundable and payable along with the Technical Proposal.
5. All bidders are required to pay Bid Security Fee as per the details mentioned in data sheet.
  - i. The Bid Security shall be returnable no later than 60 days from the Bid Validity Date except in the case of the Selected Bidder whose Bid Security shall be retained.
  - ii. RMC shall be entitled to forfeit the Bid Security as Damages inter alia in any of the events specified herein below. The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that the RMC will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFP, no relaxation of any kind on Bid Security shall be given to any Bidder.
6. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
7. The bidder shall not make or cause to be made by any alternation, erasure, or obliteration to the text of the RFP document.
8. Any proprietorship/privately held company/LLP is allowed to submit its bid for the RFP. JV is not allowed.

## 9. Preparation of Bids

- I. Language:** Bids and all accompanying documents shall be in the English language. In case any accompanying materials are in other languages, an English Translation shall accompany it. The English version shall prevail in matters of interpretation which should be notarized.
- II. Form of Bid:** The form of a bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.
- III. Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian National Rupee (₹ / Rs.), and payment under this contract will be made in Indian National Rupee (₹ / Rs.).

## **10. Clarifications by Bidders**

- I. Bidders requiring any clarification on the RFP document may contact the RMC office in writing by e-mail (in Word format) within such date as specified in the Schedule of Bidding Process set out in the Data Sheet.
- II. RMC shall endeavour to respond to the queries raised or clarifications sought by the Bidders. To be fair to all prospective bidders, the responses to queries shall be uploaded on the website [www.rmc.nic.in](http://www.rmc.nic.in). However, RMC reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring RMC to respond to any query or to provide any clarification.
- III. At any time prior to the Bid Due Date, RMC may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/ Clarifications thus issued shall be uploaded on the RMC website i.e [www.rmc.nic.in](http://www.rmc.nic.in) .

## **11. Format and Signing of Bid**

- I. The documents comprising the bid shall be typed, and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- II. The bid shall contain no alternations, omissions, or additions except those to comply with an instruction issued by RMC or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed by the person signing the bid.
- III. The proposal shall be properly bound, indexed, and serially numbered.

## **12. Submission of Bids**

- I. Bidders are invited to submit a Technical Proposal and Financial Proposal, as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- II. In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- III. The Technical Proposal shall provide the following information using the attached Standard Forms
  - Annexure - I: Tender Submission Letter
  - Annexure – II: Bidder’s Authorization Certificate
  - Annexure – III: Proforma for Affidavit
  - Annexure – IV: Information on Bidder’s Organisation
  - Annexure – V: Format for Financial Capacity
  - Annexure – VI: Eligible projects undertaken by the Bidder
  - Proposal Processing Fee
  - Earnest Money Deposit
- IV. The Technical Proposal shall not include any financial information.
- V. In preparing the Financial Proposal, bidders are expected to take into account

the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Format:

- Annexure – B1: Financial Proposal
- Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)

VI. The bidder will specify and compute all applicable taxes in the financial Proposal.

VII. The Data Sheet indicates how long the proposals must remain valid after the submission date. The Authority will make its best effort to complete negotiations within this period. If the Authority wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

VIII. The proposal (Technical Proposal and Financial Proposal); shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

IX. An authorized representative of the firm initials all pages of the proposal. The representative's authorization shall be confirmed by a written Power of Attorney accompanying the proposal.

X. Bidders shall submit the sealed proposals in two sealed envelopes as detailed below. The name and address of the bidder should be mentioned on each envelope. The language of the Proposals as well as the supporting documents shall be in English.

- **Sealed Envelope I:** The cover of the envelope should clearly mention as **"Envelope-I –Technical Proposal for Selection of Agency for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area"**. It will contain the Technical Proposal (original and copies as per data sheet) in specified format (Schedule A, B, C, D, E, F, G, and H) and any other relevant documents, duly signed by authorized representative of bidder with company seal, EMD and Non-refundable Proposal Processing Fee towards the cost of RFP document.
- **Sealed Envelope –II:** The cover of the envelope should clearly mention as **"Envelope-II – Financial Proposal for Selection of Agency for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area"**. It should contain Financial Proposal (Schedule I) duly signed by authorized representative of bidder with company seal.
- **Sealed Envelope – III:** The cover of the envelope should clearly mention as for **"Selection of Agency for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area"**. This outer envelope will include the Sealed **Envelope – I** and Sealed **Envelope- II**.

XI. Tender complete in all respects may be submitted to the Authority through courier/ speed post/hand-delivery only such that they are delivered to the address mentioned in the Data Sheet on or before the time and date



mentioned in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened. Tenders received by fax/mail will not be entertained.

- XII. The Authority shall at its discretion, extend this deadline for submission of Proposals by amending the RFP, in which case all rights and obligations of the Authority and agency previously subject to the deadline will thereafter be subjected to the deadline as extended.

### **13.EMD and Performance Bank Guarantee**

- I. INR 80,000 (Rupees Eighty Thousand only) in the form of demand draft drawn in favour of 'The Commissioner, Rourkela Municipal Corporation, Rourkela, payable at Rourkela. The Earnest Money Deposit shall be submitted along with the 1<sup>st</sup> Inner Envelope of the Technical Proposal
- II. The selected Bidder shall furnish a Performance Guarantee at the time of contract signing amounting to 3% of the Contract value in form of Bank Guarantee (BG), which should be valid for one month beyond the contract period. The BG shall be returned or extended after the expiry of the project period as the case may be. The BG can be from any Nationalized or Scheduled bank payable in Rourkela.

### **14.Test of Responsiveness**

Prior to evaluation of the Proposals, Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- a. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
- b. It contains all information as desired in this RFP.
- c. Information is provided as per the formats specified in the RFP.
- d. It mentions the validity period as set out in Data Sheet.
- e. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Date Sheet of this RFP.
- f. Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such Proposal.

### **15.Award of Work order**

- I. Opening of Financial bids and Negotiation will be held at the address indicated in the Data Sheet. The aim shall be to reach agreement on all points and sign a contract.
- II. The selected agency (L1 Bidder) will be issued a Work order by the Authority. If the L1 Bidder withdraws his proposal, the Authority may then invite Second Best Bidder for the negotiations with L1 Price.
- III. The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second-best Bidder, will be informed by the Authority that they were unsuccessful. The Bid Security of such Bidders will be refunded within 3 weeks after issue of Work Order to the successful Bidder.
- IV. No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

## **16. Term of the Contract**

The contract shall be for a period of 3 months from the date of signing of the agreement/ contract.

## **17. Miscellaneous**

- I. The Authority requires that bidders provide professional services and at all times hold the Authority's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Authority s, or that may place them in a position of not being able to carry out the assignment in the best interest of the Authority.
- II. To observe the highest standard of ethics during the selection and execution of the assignment, the terms set forth below shall be followed:
  - a. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
  - b. "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the borrower and includes collusive practices among bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
- III. The Authority shall reject proposals for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question.
- IV. RMC reserves the right to accept or reject any Proposal and to annul the process at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or without informing the agency of the grounds for such action.
- V. If in the view of authority, the performance of selected agency is not satisfactory, the selected agency has failed to safeguard the interest of the authority, the Authority may at its sole discretion, terminate the engagement of the selected agency. The authority, in doing so, shall intimate the firm in writing with its termination letter. The decision of the Authority in this matter shall be final and binding.
- VI. Any delay/ default in quality of goods/services by the agency in the performance of its obligation shall attract penalty at the rate of 1% of the value of particular work per day to a maximum of 10% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- VII. All disputes arising shall be subject to the jurisdiction of the appropriate court at Rourkela, Odisha and will be governed by the laws of India.

## **3. ELIGIBILITY CRITERIA**

Bidders must read carefully the conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

To be eligible for evaluation of its Proposal, the Bidder shall fulfill the following Minimum Eligibility Criteria:

<b>Criteria</b>	<b>Requirements</b>	<b>Documentary Evidence</b>
Legal Entity	For the purpose of this Invitation for RFP document, a Business Entity shall mean a proprietorship/company registered in India under the Companies Act, 1956 or 2013 /Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Indian Partnership Act, 1932. The agency should have a track record of providing in Events for at least 5 years as on March 31, 2022.	Certificate of Registration/ Incorporation( s)
Financial Capacity	The bidder should have a minimum average annual turnover of ₹ 30 lakhs over any three of the previous five financial years up to year ending FY 2021-22.	Certificate from statutory auditor/audited financial statements for the three previous financial years.
Bidder Experience	<ul style="list-style-type: none"> <li>The Bidder should have experience of having supplied, installed, operated and maintained similar portable toilets within the last 3 years</li> </ul>	Completion Certificate issued by the event organizer with documentary evidence.
Other Conditions	The Bidder should submit an undertaking stating: <ul style="list-style-type: none"> <li>There are no major legal cases pending against it</li> <li>Not blacklisted by Government of India or any State Government or private organization</li> </ul>	Self-Undertaking

#### **4. EVALUATION CRITERIA:**

After the evaluation of technical bids, RMC will open the Financial Proposals as per the Data Sheet. The Financial Proposals shall be opened publicly in the presence of the bidder's representatives who choose to attend and negotiation made with L1 Bidder.

#### **5. TERMS OF REFERENCE**

##### **Scope of Work**

- The successful bidder will ensure Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking area as per the specifications and the quantities mentioned in BOQ and terms & conditions mentioned in this RFP document for a period of one month and extensible as per requirement.
- The installation should be completed within 15 days from issuance of work order without fail.
- The Successful Bidder must also provide on-site supervisor/co-coordinators at each of the sites to co-ordinate work flow with the RMC. The Successful Bidder shall provide services of operating, managing, maintaining the toilets during the entire duration of the events and the scope will include removing the installed toilets when the events complete.

- The successful bidder will ensure utmost care is taken for installation of Toilets and no damage is done to the sites, damage if any will be rectified by the successful bidder at its own cost.
- The successful bidder will ensure that the temporary toilets and allied structures to be installed are structurally safe and provide safety certificates for the same.
- Local warehouse to be set-up by the Bidder to mobilize materials & its accessories. Authority will provide proper leveled land space for accommodation & assembling of toilets/ urinals.
- In each block the bidder must provide one disability friendly western unit with proper handrail and gentle slope.
- The block must be masking, signages, water drums, bucket, mugs etc.
- The bidder should deploy maintenance staff in 2 shifts and use proper/ standard cleaning agents to ensure cleanliness of the toilet complex.
- No litter should prevail in the toilet complex.
- The agency will use advanced Oxidation solution for odour control.
- The agency will provide electricity wiring along with bulb & holders inside the cabin/ units. The power supply will be provided by the client near the Toilet block.
- The agency will provide one washbasin per block for hand wash with soap. Water supply will be provided by the client near to the Toilet block.
- The agency will provide two dustbins (One Green & One Blue) on each block.
- The agency will dispose garbage at the approved locations as per direction of authority. For disposal of garbage STP/ main hole given by the authority within the distance of 7-8 Kms from the Toilet block.
- After completion of the assignment, the agency will un-installed all cabins/ units with plumbing material and vacuum the pit & treatment through proper method.
- Proper signage will be installed by the agency for the visitors to ensure using of the toilets including Don't litter, no smoking & No spitting etc.

## **TERMS OF PAYMENT AND PAYMENT MILESTONES**

The Selected Bidder will need to submit an invoice in hard copy to the RMC. Upon verification of the invoice by the RMC, the payment will be released as per the payment terms mentioned in this RFP document.

The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the validity of the Bid and the contract. An invoice submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive. RMC reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.

The deduction of taxes is to be made from the bill as per the norms of Government time to time.

The payment to the selected bidders will be made as per the following payment schedule:

First Payment Milestone	20% Mobilization Advance against Bank Guarantee
Second Payment Milestone	40% on installation and successful operations of toilets
Third Payment Milestone	40% on verification of successful maintenance of hygiene and cleanliness and successful operations and management of these toilets (verified by the RMC staff periodically) till completion of the assignment. Payment will be made within 10 days of complete de-mobilization.

**RFP Submission Letter**

To,  
The Commissioner  
Rourkela Municipal Corporation  
Uditnagar, Rourkela-769012  
(Odisha)

**Sub: 'Request for Proposal for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area'.**

**Ref: RFP No. .... Date:**

I/ We, the undersigned, offer to provide the above services to RMC. We are hereby submitting our bid, in a sealed envelope.

I/We, hereby declare that:

- a. We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- b. I/We have read carefully the terms and conditions of the tender document attached hereto and hereby agree to abide by the said terms and conditions.
- c. The bid is unconditional.
- d. I/We undertake that documents submitted are genuine/ authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- e. We shall make available to the RMC any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- f. Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between RMC and us subject to the modifications, as may be mutually agreed to, between RMC and us.
- g. We agree to keep this bid valid for acceptance for a period of Sixty (60) days from the date of opening the bid.
- h. We understand that the RMC is not bound to accept any tender that RMC receives.

Yours faithfully,

**Authorized Signatory  
(with Name, Designation, Contact no. and Seal)**

**Note: On the Letterhead of the Bidder.**

**Bidder's Authorization Certificate**

To  
The Commissioner  
Rourkela Municipal Corporation  
Uditnagar, Rourkela-769012  
(Odisha)

**Sub: 'Request for Proposal for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area'.**

**Ref: RFP No. .... Date:**

Dear Sir,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP No. ....dated ..... He/ She is also authorized to attend meetings & submit you required technical & commercial information / clarifications as in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorized Signatory: - Verified Signature: - Seal of the Organization: -

Date: -

Place: -

**Note: Please attach the valid power of attorney in favour of the person signing this authorization letter.**

**Proforma for Affidavit**

*(on non-judicial stamp paper of Rs. 100/-)*

I \_\_\_\_\_ Proprietor/Director/Partner of the firm M/s. \_\_\_\_\_ do hereby solemnly affirm that our firm M/s. \_\_\_\_\_ has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last five years reckoned from the date of invitation of Bid.

.....  
Name of the Bidder

.....  
Signature of the Authorized Signatory

.....  
Name of the Authorized Signatory

Place: \_\_\_\_\_

Date: \_\_\_\_\_

### Information on Bidder's Organization

SL. No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this	
8.	Mobile No.	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....  
Name of the Bidder

.....  
Signature of the Authorized Signatory

.....  
Name of the Authorized Signatory

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Please attach relevant documents like Power of Attorney, Certificate of Incorporation, GST IN, TAN, PAN.**



**Format for Financial Capacity**

<b>Financial Year</b>	<b>Annual Turnover</b>
2019-20	
2020-21	
2021-22	

***Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports or a certificate from a Chartered Accountant.***

## Annexure-VI

### Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project completed in last 5 years for which your firm was legally contracted by the Client stated as a single entity.

- | <b>SL.No</b> | <b>Description</b>  |
|--------------|---|
| <b>i.</b>    | Assignment Name   |
| <b>ii.</b>   | Name, fax, email of the Client Representative:  |
| <b>iii.</b>  | Time when the assignment was carried out  |
| <b>iv.</b>   | Start Date  |
| <b>v.</b>    | End Date  |
| <b>vi.</b>   | Location of the Event   |
| <b>vii.</b>  | Contract Value  |
| <b>viii.</b> | <ul style="list-style-type: none"><li>• Narrative Description of the Scope of work of the assignment</li><li>• Description of Actual Services provided by your Staff</li><li>Status of the assignment</li></ul> |

#### **IMPORTANT:**

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. with contract value mentioned.
3. **The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.**

## Financial Proposal

### Annexure – B1: Financial Proposal - Covering Letter

To,

The Commissioner  
Rourkela Municipal Corporation  
Uditnagar, Rourkela-769012 (Odisha)

**Sub: 'Request for Proposal for Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area'.**

**Ref: RFP No. .... Date:**

#### Regarding Financial Proposal

Dear Sir,

We,

enclose herewith our Financial Proposal for selection of our firm as Agency for **'Supply, Installation, Operation & Maintenance, Housekeeping and De-installation of Pre-fabricated FRP Toilets & Urinals with Septic Tank/ Soak Pit on rental basis during the FIH Men's Hockey Cup for visitors at different Parking Area'.**

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format.

In case of any discrepancy, our firm will be solely responsible for the same. We agree that this offer shall remain valid for financial year 2022-23.

**Yours faithfully,**

**(Signature, name and designation of the authorized signatory)**

**(Name and seal of the Bidder)**

**Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)**

<b>SL. No</b>	<b>Items</b>	<b>Required Quantity</b>	<b>Rental Rate per Day Per Unit excluding of GST in INR</b>	<b>GST in %</b>	<b>Rental Rate per Day Per Unit including of GST in INR</b>
1	Indian Toilets with Septic Tank/ Soak Pit/ on Rental basis Prefabricated FRP Toilets with installation, Operation & Maintenance, De-installation with Cesspool Operation <b>Dimension (Outer) of Cabin: 3' X 3' X 7'</b>	100			
2	Prefabricated FRP Urinals with installation, Operation & Maintenance	100			

- All works should be carried out in consultation with designated officials of the RMC.
- The Authority reserves the right to increase/decrease the quantities of the items detailed above to the tune of 30%.
- All quoted rates to be inclusive of all applicable taxes
- Cost should be inclusive of engaging and deploying the required workforce for the storage, installation and commissioning of the items specified
- Cost should be inclusive of logistics of movement of equipment, manpower and material
- No conditions should be attached to the price proposal.
- The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Yours faithfully,

**(Signature, name and designation of the authorized signatory)**

**(Name and seal of the Bidder)**