



**Office of the Ranchi Municipal Corporation, Ranchi**

(SBM Cell)

Kutchery Road, Ranchi-834001

E-mail [ID-support@ranchimunicipal.com](mailto:ID-support@ranchimunicipal.com)

Notice No: 1002/SBM.

Date:- 10/10/17.....

**Short Tender Notice**

Ranchi Municipal Corporation invites Request for Proposal (RFP) for Operation & Maintenance of Modular Community Toilets & Mobile Toilets at different location in Ranchi Municipal Corporation area, Ranchi.

More such as Scope of work, General Terms & Conditions etc. are provided in RFP, document which can be seen & downloaded for webside of Ranchi Municipal Corporation:- [www.ranchimunicipal.com](http://www.ranchimunicipal.com).

**Detailed Schedule of Bidding Process:-**

Sl. No.	Description	
1	Method of Selection proposal required	Technical Qualification & L1 based
2	Publication of Tender/RFP on website	10.10.2017 at 11:00 AM
3	Sale/Download date	10.10.2017 from 2:00 PM to 25.10.2017 upto 1:00 PM
4	Last date and time of Submission of proposal (Proposal Due Date)	25.10.2017 upto 3:00 PM
5	Opening of Technical Proposal Venue: Chamber of Municipal Commissioner, Ranchi Municipal Corporation, Ranchi	25.10.2017 upto 4:00 PM or thereafter
6	Opening of Financial Proposal Venue: Chamber of Municipal Commissioner, Ranchi Municipal Corporation	To be communicated later
7	Duration of Services	5 years from the date of execution of agreement with annual evaluation of performance.
8	Earnest Money Deposit	₹ 25,000/- (Twenty Five Thousand)
9	Cost of Bid Document	₹ 2,500/- (Non Refundable) in form of Bank DD
10	Validity of Proposal	120 days from due date of submission of proposal
11	Name and Address where queries/correspondence concerning this request for proposal is to be sent	The Municipal Commissioner, Ranchi Municipal Corporation, Ranchi, Jharkhand-834001
12	Address where Bidders must submit proposal	The Municipal Commissioner, Ranchi Municipal Corporation, Ranchi, Jharkhand-834001

Sd/-

**Municipal Commissioner,  
Ranchi Municipal Corporation, Ranchi**



**OFFICE OF THE  
RANCHI MUNICIPAL CORPORATION  
RANCHI  
(SWACHH BHARAT MISSION CELL)**

**Bid Documents for Rate Contract of Operation & Maintenance of Modular Community Toilets  
& Mobile Toilets Situated in different locations in Ranchi Municipal Corporation Area**



1	Period of obtaining RFP	---/10/2017 to ---/10/2017 Up to 05.00 PM
2	Pre Bid Meeting	---/10/2017 at 11.00 AM
3	Proposal due date/Submission date	---/10/2017 at 03.00 PM
4	Opening of Technical Proposal	---/10/2017 at 5.00 PM
5	Opening of Financial Proposal	Inform after technical Evaluation completed
6	Announcement of successful Bidder	Inform after technical Evaluation completed



## Tender Notice

### Operation & Maintenance of Modular Toilets in different locations in RMC area

Tender No. :-

Date:-

Ranchi Municipal Corporation invites detailed proposals for Operation & Maintenance of Modular Toilets. The Request for Proposal (RFP) Document may be obtained from the Office of:

The Municipal Commissioner  
Ranchi Municipal Corporation, Ranchi.

Or

From Ranchi Municipal Corporation website [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

The proposals would be evaluated and the successful bidder would be selected on the basis of the criteria specified in the RFP document.

Cost of RFP Document	Rs. 2,500/- (Two Thousand Five Hundred only) in the form of a crossed demand draft (non-refundable) in favor of Municipal Commissioner, RMC on any scheduled bank, payable at Ranchi.
Earnest money Deposit	Rs. 25,000/- (Twenty Five Thousand only) in the form of a crossed demand draft (non-refundable) in favor of Municipal Commissioner, RMC on any scheduled bank, payable at Ranchi.
Period for obtaining RFP document from Office & Website	---/10/2017 to ---/10/2017 Up to 05.00 PM
Last date for submission of proposal	---/10/2017 at 03.00 PM

  
Municipal Commissioner  
Ranchi Municipal Corporation, Ranchi.

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## Instruction to Bidders

1. Ranchi Municipal Corporation (hereinafter referred to as "RMC") intends to provide basic civic amenities within RMC area. The services to be provided by RMC amongst others include construction and maintenance of public sanitation facilities. To improve the present status of the Modular toilets in RMC and to achieve open defecation free city, RMC intends to adopt a single stage bidding process for selection of the successful bidder for operation and maintenance of modular toilets (the "Project"). In this regard, the detailed scope of work is set out in Appendix A.
2. RMC invites proposals from interested parties for the Project in order to identify the Successful Bidder. The proposals would be evaluated on the basis of the criteria set out in this RFP Document. The successful Bidder (the "Operator") will be responsible for carrying out operation and maintenance of public toilets under and in accordance with the provisions of the agreement (the "Agreement") to be entered into between RMC and the Operator.
3. Each bidder shall submit a maximum of one (1) proposal for the project, in response to this RFP. Any bidder who submits more than one proposal for the project will be disqualified.
4. The bidder shall be responsible and shall pay for all of the costs associated with the preparation of its Proposal and its participation in the bidding process.
5. At any time prior to the Proposal Due Date, RMC may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP document by the issuance of Addenda.
6. The Proposal shall remain valid for a period not less than six calendar months from the Proposal Due Date ("Proposal Validity Period"). RMC reserves the right to reject any Proposal, which does not meet this requirement.
7. **Bid Security**
  - 7.1 Each Proposal shall be accompanied by Bid Security of Rs. 25,000/- (Rupees Twenty Five Thousand only).
  - 7.2 The Bid security shall be in the form of a crossed Demand Draft drawn in favour of Municipal Commissioner, Ranchi Municipal Corporation, Ranchi on any scheduled bank, payable at Ranchi.
  - 7.3 The Bid security of every unsuccessful bidder would be returned within a period of eight weeks from the date of announcement of the Successful Bidder. The bid security submitted by the Successful Bidder would be will be released after furnishing the Bank Guarantee for Rs. 2,00,000/- (Two Lakh) as Performance Guarantee which shall be valid for the agreement period.



## 8. Format and signing of proposal

8.1 The bidder would provide all the information as per the RFP. RMC would evaluate only those proposals that are received in the required format and are complete in all respects. Each proposal shall comprise the following:

### A. Qualification Criteria (In envelope A)

- i) Details of the bidder in the format set out in **Appendix B.**
- ii) Proof of Eligibility (Technical Proposal) in the format set out in **Appendix C.**
- iii) Anti-collusion certificate in the format set out in **Appendix E.**
- iv) Proof of Purchase of the RFP Document.
- v) Up-to-date Vat registration/sales tax clearance, PAN card.
- vi) Affidavit for none blacklisting in GOI/State Government/PSU.
- vii) The undersigned reserves the right to cancel the tender at any stage without assigning any reason thereof.
- viii) In case of any inquiry bidders may visit the office of the undersigned in office hours.
- ix) The decision of Procurement committee will be final and no claim in any form will be entertained.
- x) Annual turnover must have 25.00 lakh per year in last three financial years ie. 2013-14 to 2015-16. (proof should be submitted in the form of audited balance sheet)
- xi) The bidding firm shall have average total liquid assets\* for a minimum of INR Rs.10 lakhs for the preceding three (3) financial years.

(\*Liquidity can be computed by deducting Current Liabilities from Current Assets. Current Assets are cash and bank balances, sundry debtors, inventories, marketable securities, and unutilized fund based facilities.

- xii) Proof of experience of handling the similar nature of work

### B. Financial Proposal (In envelope B)

- A. The bidders shall be required to submit their financial proposal quoting the O&M fee per seat per quarter for modular community toilet & per seat per day for mobile toilet to RMC for award of the project of payment sought from RMC for implementing the Project in the format as set out in **Appendix D.** (The quoted price shall be exclusive of Service Tax)



9. Evaluation

9.1 The responsive Technical Proposals shall be evaluated as per the criteria set out in Appendix C.

9.2 The Bidder shall submit proof of Experience as set out in Appendix C.

9.3 The Bidder quoting the highest Premium would be declared as the preferred bidder and in the event where no bidder is offering a Premium, the bidder seeking the lowest O&M fee would be declared as the preferred bidder. RMC may either choose to accept the Proposal of the Preferred Bidder or invite him for negotiations.

9.4 In case there are two or more bidders quoting the same highest premium or lowest O&M fee as the case may be in the Financial Proposal, RMC may in such case call all such bidders for negotiations and select the preferred bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of RMC.

9.5 RMC reserves the right to reject any proposal, if:

- a. At any time, a material misrepresentation is made or discovered; or
- b. The bidder does not respond promptly and diligently to requests for supplement information required for the evaluation of the proposal.

10 In the event of acceptance of the Preferred Bidder with or without negotiations, RMC shall declare the preferred bidder as the Successful Bidder. RMC will notify the Successful Bidder through a Letter of Award (LOA) that its proposal has been accepted.

11 The successful bidder shall execute the Agreement within (one week) of the issue of LoA duly furnishing performance security.

12 Failure of the Successful Bidder to comply with the requirements of clause 12 shall constitute sufficient grounds for the annulment of the LOA, and forfeiture of the Bid security. In such an event, RMC reserves the right to

A. Either invite the next lowest Bidder for negotiations

Or

B. Take any such measures as may be deemed fit in the sole discretion of RMC, including annulment of the bidding process.

13. Notwithstanding anything contained in this RFP, RMC reserves the right to accept or reject any proposal, or to annul the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

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**Scope of work**

**Operate & Maintain (O&M) of Modular Community Toilet & Mobile Toilet in different locations in RMC area.**

**1. Background**

- 1.1 Ranchi Municipal Corporation (hereinafter referred to as "RMC") is a statutory body established under the Urban Development Department, Jharkhand. One of the obligatory functions of RMC includes construction, maintenance and cleaning of public toilets, urinals and similar conveniences.
- 1.2 With an objective to improve provision of services to the Users of public toilets, urinals and similar conveniences in Ranchi, RMC invited proposals from interested parties through a transparent and competitive bidding process to operate and maintain the Modular Community Toilet & Mobile Toilet at different location in RMC area.

**2. Scope of Work**

- 2.1 The selected Operator is expected to operate and maintain these toilet facilities allotted to them as per the norms laid down in the RFP.
- This service provider will do the necessary cleaning, supervision & minor repairing of electrical & plumbing defects.
- Major repair will be done on a chargeable basis on prior approval of Ranchi Municipal Corporation.
- The Electrical & Water connection will be done by Ranchi Municipal Corporation.
- 2.2 The Payment of electrical charges will be done by the service provides will be provide by service provider.
- 2.3 All consumables such as Soap, Disinfectants, Cleaning agents, Mops, Brooms & other consumables will be provide by service provider.
- 2.4 The salary, perks & incentives for caretaker, cleaners & supervisory staff will born by service provider.
- 2.5 In case of any emergency when modular community toilets & mobile toilets did not get water supply in such case it is duty of service provider to fill over head tank by his own resources.
- 2.6 The bidder shall operate and maintain the all shell units to the satisfaction of Ranchi Municipal Corporation and clean regularly the shell units, and ensure serviceability.
- 2.7 The bidder shall ensure that requisite quantity of cleaning materials such as scented Phenyl, acid, naphthalene balls and other cleaning agents are used to ensure that the shell units (toilets) look clean and free from foul smell.
- 2.8 The timings of operation of portable toilets only 16 hours - 2 shifts of 8 hrs each and shall be operated in a safe and responsible manner without any inconvenience or danger to the public.
- 2.9 The lighting arrangement at the shell unit (toilet) shall be fully functional all units.
- 2.10 Damaged parts of shell-units (toilets) are to be replaced within 7 days of such event. For this purpose it is advised that the bidder maintains a minimum inventory of similar parts at his store.
- 2.11 The bidder shall not display or exhibit any picture/poster or any other article in any part of the premises that are repugnant to the general standards of morality and shall also be in accordance





and compliance with the applicable rules and regulations that govern this sector. The decision of Ranchi Municipal Corporation in this regard shall be conclusive and binding on the Bidder.

- 2.12 The premises of shell-units (toilets) shall not be used by the bidder for purpose other than for which it is allowed under this agreement for operation and maintenance.
- 2.13 The bidder shall provide easy access for physically challenged persons and senior citizens for a few specified shell-units.

### **3. Objectives**

- 3.1 Bidder should understand the design and operational features of the infrastructure provided to achieve the high standards of sanitation service delivery.

### **4. Advertisement**

The right of advertisement of the Modular Toilet with remains with the Ranchi Municipal Corporation.



**Details of Bidder**  
**(On the Letter Head of the Bidder)**

1. (a) Name of Bidder  
(b) Address of the office (s)  
(c) Date of incorporation and/or commencement of business
  
2. Brief description of the Bidder's main lines of business.
  
3. Details of individual(s) who will serve as the point of contact/communication for RMC with the bidder:
  - (a) Name :
  - (b) Designation :
  - (c) Company/Firm :
  - (d) Address :
  - (e) Telephone Number :
  - (f) E-mail address :
  - (g) Fax number :
  - (h) Mobile Number :
  
4. Name, Designation, Address and Phone Numbers of Authorized Signatory of Bidder:
  - (a) Name :
  - (b) Designation :
  - (c) Company/Firm :
  - (d) Address :
  - (e) Telephone Number :
  - (f) E-mail address :
  - (g) Fax number :
  - (h) Mobile Number :



**Technical Proposal**

**A. Eligibility Criteria**

The Bidder shall be either an Individual/registered firm/registered society/registered trust/incorporated company.

**B. Technical Qualification Criteria**

The Bidder must satisfy of the following qualification criteria.

1. The bidder should have minimum experience of three years in operation and maintenance of public toilets.

**C. Details of Experience**

To qualify the bidder should furnish the details of eligible experience in the last 2 (two) years preceding the proposal due date as set out below:

Sl. No.	Qualification Criteria	Parameter
1	Operation and Maintenance of Modular Community Toilets & Mobile Toilet	<u>1 year of operation and maintenance of at least 25 (twenty five) toilet seats. This could be under a single project/contract comprising of 25 (twenty five) toilets seats or number of toilets blocks/projects aggregating to 25 (twenty five) toilet seats under different project (s)</u>

**Instructions:**

The Bidder should provide the details mentioned above based on its own technical capability. Technical capability of the Bidder's parent company or its subsidiary or any associate company or any other entity will not be considered for assessment of the qualification parameters of the bidder.

Sl. No.	Qualification Criteria	Parameter
1	Operation and Maintenance of Modular Community Toilets & Mobile Toilet	<ul style="list-style-type: none"><li>• Certificate of experience detailing the scope of work and years of operation form the client signed not below the rank of Municipal Commissioner/Additional Municipal Commissioner.</li><li>• A certified copy of the agreement between the client and the bidder.</li></ul>

- D. Financial proposal of only those bidders who qualify as per the above parameters, would be opened and work will be awarded on L<sub>1</sub> basis.**



Appendix D

**Financial Proposal for O & M**

Date:

To,

**The Municipal Commissioner,  
Ranchi Municipal Corporation  
Near Kutchery Chowk, Ranchi – 834001.**

**Sub: Rate Contract for Operation & Maintenance of Modular Community Toilet & Mobile Toilet at different locations in RMC area.**

Ref: Tender No.:-

Dated:-

Sir/Madam,

Having gone through the terms and conditions and Draft Agreement in this RFP document and having fully understood the Scope of Work for the Project as set out by RMC in the RFP, we are/I am pleased to inform that we/I offer to maintain the Modular Toilets in conformity with all the conditions stipulated in RFP document. We/I undertake, if our tender is accepted, to commence the work in 15 days of receipt of Letter of Award.

We/I, the undersigned, seek on O&M of an amount quoted against schedule mentioned below of Rs. ----- [Insert in figure], [Insert in words] per quarter per seat for Modular Community Toilet & Per day per seat for Mobile Toilet to the RMC to Operate and maintain the toilet complexes as per the above-mentioned conditions and as detailed mentioned in Scope of work.

**Schedule for O&M of Modular Community Toilet per quarter per unit :-**

<u>Sl. NO.</u>	<u>Item</u>	<u>Quoted Rate</u>	
		<u>In Figure</u>	<u>In Words</u>
1	Single unit		
2	Double Unit		
3	Triple Unit		
4	Quard Unit		



**Appendix E**

**Format for Anti-Collusion Certificate**

**Anti-Collusion Certificate<sup>1</sup>**

I<sup>1</sup>/We Undertake that, in competing for (and, if the award is made to us, in executing) the above Agreement, I/we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify and confirm that in the preparation and submission of our Proposal, I/we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

I/We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Dated this ..... Day of ..... 2015

.....  
(Name of the Bidder)


.....  
(Signature of the Bidder<sup>III</sup>/Authorized Person)

.....  
(Name of the Authorized Person)

<sup>1</sup> On the letter head, in case the bidder is not an individual

<sup>II</sup> In case of an individual

<sup>III</sup> In case of an individual

  
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