



## **Ranchi Municipal Corporation, Ranchi**

**Tender For “Operation & Maintenance of Community Toilet cum skill Development Centre in different locations (Ranchi University Campus & Khadgarha Bus Stand) in Ranchi Municipal Corporation area, Ranchi.”**

**REQUEST FOR PROPOSAL DOCUMENT**

## SCHEDULE OF BIDDING PROCESS

RMC Would Endeavour to adhere to following schedule from the date of issue of notification during the Bidding Process

<b>Sl. No.</b>	<b>Proceedings</b>	<b>Description</b>
1	Name of the Work	"Operation & Maintenance of Public Toilet cum skill Development Centre in different locations in Ranchi Municipal Corporation area, Ranchi."
2	Method of Selection proposal required	Technical Qualification & H1 based
3	Date of Publication of Tender on website	26-05-2018
4	Pre Bid Quires Submission	02-06-2018 Support@ranchimunicipal.com
5	Date & Time of Pre Bid Meeting	04-06-2018 at 3:00 PM
6	Last Date Of Bid Submission Date	12-06-2018 up to 3:00 PM
7	Date & Time of Opening Technical Bid	12-06-2018 at 4:30 PM
8	Duration of services	5 years from the date of execution of agreement
9	Earnest Money Deposit	Rs. 50,000/- (Fifty Thousand Only)
10	Validity of Proposal	120 days from due date of Submission of proposal.
11	Name & address of office inviting tender	Executive Engineer, Ranchi Municipal Corporation, Kutchary road, Ranchi-834001
12	Helpline number of e-procurement	0651-2211777
13	Opening of Final Bid	To be announced Letter
14	Last date of receipt of tender fee and security	12-06-2018 up to 3:00 PM

**Note:-** Skill Training Providers (STPs) empanelled with Directorate of Municipal Administration, Govt. of Jharkhand can only participate in above mentioned tender.

**Sd/-**  
**Municipal Commissioner,**  
Ranchi Municipal Corporation, Ranchi

## Short Tender Notice

### Operation & Maintenance of Public Toilets in different locations in RMC Area

Tender No. :- ...../.....

Date:- .....

Ranchi Municipal Corporation invites detailed proposals for Operation & Maintenance of Public Toilets cum Skill Development Centre. 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 favour of Municipal Commissioner, RMC on any scheduled bank, payable at Ranchi.
Earnest money Deposit	Rs. 50,000/- (Fifty Thousand only) in the form of a crossed demand draft (non-refundable) in favour of Municipal Commissioner, RMC on any scheduled bank, payable at Ranchi.
Period for obtaining RFP document from Office & Website	26-05-2018
Last date for submission of proposal	12-06-2018 at 03.00 PM

Sd/-

Municipal Commissioner  
Ranchi Municipal Corporation, Ranchi.

## **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 Public 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 Community toilets cum Skill Development Centre (the “**Project**”). In this regard, the detailed scope of work is set out in **Appendix A**.

2. RMC invites proposals from interested Skill Training Providers (empanelled with Directorate of Municipal Administration) 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 Community toilets cum skill development centre 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 four 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. 50,000/- (Rupees Fifty 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 will be released after furnishing the Bank Guarantee for Rs. 100,000/- 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 as applicable.
- 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. 2015-16 to 2017-18. (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 toilet seat per quarter and per shop per sqft. (min. Rs. 12.59 per sqft for shop) to RMC for award of the project of payment which will be paid to 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 Acceptance (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 invites 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.

Scope of work

**Operate & Maintain (O&M) of Community Toilet cum skill Development Centre 02 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 altogether monitoring of Skill Training Providers allotted to provide skill training in RMC area.

1.2 With an objective to improve provision of services to the Users of Public toilets, Urinals and similar conveniences altogether assigned to monitor skill training (DAY-NULM) in Ranchi, RMC invited proposals from interested STPs (Skill Training Providers) through a transparent and competitive bidding process to operate and maintain the Community Toilet cum Skill Training Centre at different location in RMC area, namely-

- (a). Birsa Bus Stand Campus, Kantatoli, Ranchi
- (b). Ranchi University Campus, Morabadi, Ranchi

**2. Infrastructural Details of each unit of Community toilet cum Skill Development Centre**

2.1	Ground Floor	03 No of Shops Size of Shops 1. 9`-8”×12`-0” = 116 sqft 2. 9`-8”×12`-0” = 116 sqft 3. 9`-5”×12`-0” = 113 sqft
2.2	Community Toilet with Urinal, Bathroom	05 nos. Gents (01 nos. for disable person) 05 nos. Ladies (01 nos. for disable person)
2.3	1 <sup>st</sup> Floor	Training Hall Size of Hall 1. 34`-3”×25`-5” = 870.3 sqft Room (13`-7”×12`-0”) = 163 sqft Room (13`-10”×12`-0”) = 165.96 sqft

**3. Scope of Work**

3.1 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 along with proper maintenance of Skill Development Centre premises.

Major repair will be done on a chargeable basis on prior approval of Ranchi Municipal Corporation.

The service provider can use skill development centre to provide skill training and other community related works only.

The service provider can not use skill development centre for the purpose of private commercial gain.

The service provider can use 03 nos. of shops allotted to him for the private commercial gain. Any illegal or prohibited sell in this Premise will be strictly ban in any case.

The Electrical connection will be done by Ranchi Municipal Corporation & payment of electrical charges will born by the service provider.

- 3.2 (a) Every Unit of Public Toilet has overhead tank of 200 ltrs which will be fed by water connection provided by RMC.  
(b) The RMC will provide a water connection to the Premise. This service provider will provide as 5% of total contract value security money or caution money for the entire period of the agreement.  
(c) The cost of Fuel & Manpower will be met by the bidders.  
(d) The water made available by the Ranchi Municipal Corporation & will be used for this Premise only.
- 3.3 All consumables such as Soap, Disinfectants, Cleaning agents, Mops, Brooms & other consumables will born by the service provider.
- 3.4 The salary, perks & incentives for caretaker, cleaners & supervisory staff will born by service provider.
- 3.5 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.
- 3.6 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.
- 3.7 The timings of operation of community toilets 24 hours - 3 shifts of 8 hrs each and shall be operated in a safe and responsible manner without any inconvenience or danger to the Public.
- 3.8 The lighting arrangement at the shell unit (toilet) shall be fully functional all units.
- 3.9 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.
- 3.10 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.

- 3.11 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.
- 3.12 The bidder shall provide easy access for physically challenged persons and senior citizens for a few specified shell-units.

#### **4. Objectives**

- 4.1 Bidder should understand the design and operational features of the infrastructure provided to achieve the high standards of sanitation service delivery & also provide high standards to trainees for which it will be allotted.

#### **5. Advertisement**

The right of any advertisement of the Community Toilet will remain 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 a 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 allotted at least 1000 training target at Jharkhand State Level in last 2 financial years.

**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	Successfully completion of allotted training target	The bidder should have <u>trained at least 1000 skill trainees at Jharkhand State Level in last 2 financial years.</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	Successfully completion of allotted training target	<input type="checkbox"/> Certificate of experience detailing the nature of work and years of operation form the client signed not below the rank of Municipal Commissioner/Additional Municipal Commissioner/Executive Officer of any ULB. <input type="checkbox"/> A certified copy of the agreement between the client and the bidder.

- C. Financial proposal of only those bidders, who qualify as per the above parameters, would be opened and work will be awarded on L1 basis.**

**Financial Proposal for O & M**

Date:

To,

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

Sub: Operation & Maintenance of 02 units of Community Toilet cum Skill Development Centre 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 Community Toilet cum Skill Development Centre 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 of Rs. ----- [Insert in figure], [Insert in words] per quarter per seat & an amount of Rs. ----- [Insert in figure], [Insert in words] per month per shop (Rs.12.59 Per sq ft.) to the RMC. The bidder should operate and maintain the Community Toilet cum Skill Development Centre complexes as per the above-mentioned conditions and as detailed mentioned in Scope of work.

Yours faithfully,

Duly signed by Individual bidder/the authorized signatory of the bidder

(Name, Title and address of the Individual Bidder/Authorized Signatory)

{Note: Conditional financial proposals will not be acceptable}.

**Format for Anti-Collusion Certificate**

**Anti-Collusion Certificate**

I/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 ..... 2018.

.....  
(Name of the Bidder)

.....  
(Signature of the Bidder/Authorized Person)

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

i On the letter head , in case the bidder is not an individual

ii In case of an Individual

iii In case of an Individual