



Office of the Ranchi Municipal Corporation, Ranchi

(Sanitation Section)

Kutchery Road, Ranchi-834001

E-mail ID-support@ranchimunicipal.com

Date:- 28/07/2021

Notice No: 27.....


Very Short Tender Notice

Ranchi Municipal Corporation invites Request for Proposal (RFP) for Rate contract For Rain coat for 01 (one) year

More such as Scope of work, General Terms & Conditions etc. are provided in RFP, document which can be seen & downloaded for website of Ranchi Municipal Corporation:- 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	<u>21/07/</u>2021 at 11:00 AM
3	Sale/Download date	<u>31/07/</u> 2021 from 11:00 AM to <u>11/08/</u> 2021 upto 1:00 PM
4	Last date and time of Submission of proposal (Proposal Due Date)	<u>11/08/</u> 2021 upto 3:00 PM
5	Opening of Technical Proposal Venue: Chamber of Municipal Commissioner, Ranchi Municipal Corporation, Ranchi	<u>12/08/</u> .. 2021 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 Rate Contract	1 year from the date of execution of agreement.
8	Earnest Money Deposit	Rs. 25,000/- (Twenty Five Thousand Only) in the form of a crossed demand draft (refundable) in favour of Municipal Commissioner, Ranchi Municipal Commissioner, Ranchi on any schedule bank, payable at Ranchi.
9	Cost of Bid Document	Rs. 5000/- (Five Thousand Only) in the form of a crossed demand draft (non refundable) in the favour of Municipal Commissioner, Ranchi Municipal Commissioner, Ranchi on any schedule bank, payable at Ranchi.
11	Name and Address where queries/correspondence concerning this request for proposal is to be sent	Dy. Municipal Commissioner (II), Ranchi Municipal Corporation, Ranchi, Jharkhand-834001
12	Address where Bidders must submit proposal	Dy. Municipal Commissioner(II), Ranchi Municipal Corporation, Ranchi, Jharkhand-834001


Dy. Municipal Commissioner,
Ranchi Municipal Corporation, Ranchi





Office of the Ranchi Municipal Corporation, Ranchi

(Sanitation Section)

Kutchery Road, Ranchi, Pin-834001.

E-mail ID- support@ranchimunicipal.com

Ref. No....27...../

dated.28/07/.....2021

Bid documents for Rate
Contract of Supply of Rain
coat for 01 (One) year.





1. Instruction to Bidders

Ranchi Municipal Corporation herein after referred to as "RMC" intends to adopt a bidding process for selection of the successful bidder of producer/supplier for rate contract For Supply of Rain coat for 01 (one) year in this regard, the Technical Specification And Other details is set out in Appendix-A.

- 1.1 Ranchi Municipal Corporation (RMC) will select the bidder in accordance with the method of selection specified in the RFP.
- 1.2 RMC is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder.
- 1.3 In preparing their proposals, bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 1.4 If any bidder submits more than one proposal. such proposals shall be disqualified.

1.5 Proposal Validity

The RFP indicates how long the bidder's proposals must remain valid after the submission date. The RMC will make its best effort to complete negotiations within this period. In case of need, RMC may request bidder to extend the validity period of their proposals. Bidder has to right to refuse to extend the validity period of their proposals 180 Days.

1.6 Bid Security (Earnest Money Deposit)

- (a) The bid security of amount indicated in RFP in favour of "Municipal Commissioner, Ranchi Municipal Corporation, Ranchi" payable at Ranchi shall be in the form of demand draft from any of the scheduled bank in an acceptable form. The bid security is to remain valid for a period at 180 days beyond the final bid validity period.
- (b) Municipal Commissioner, Ranchi Municipal Corporation shall reject any bid not accompanied by appropriate bid security, an non responsive.
- (c) The bid security of the successful bidder shall be returned as promptly as possible one the he has signed the contract.
- (d) Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of fail bid validity and latest on or before the 30th day after the award of the contract to successful bidder.





(e) The bid security may be forfeited :-

- (i) If a bidder with draws its bid during the period of bid validity.
- (ii) If the successful bidder fails to execute the contract agreement within 15 days from the date of issue of the "Letter of acceptance" by RMC.

2. Preparation of the Proposal

2.1 Bidder's Proposal shall consist of following envelops :-

- (i) Envelope 1:- Letter containing application for bid proposal and the technical proposal.
- (ii) Envelope 2:- The Financial Proposal.

2.2 Bid security, cost of RFP document, and evidence of proving bid eligibility. Bid security as mentioned in clause no 1.6 above shall be placed in envelope 1. In addition, the bidder must enclose all evidences to support the bid eligibility along with the demand draft for the cost of RFP document, if any. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

2.3 The proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the bidder. The letter format set out in Appendix-C.

3. The Technical proposal

3.1 The technical proposal shall not include any information related to financial proposal and any technical proposals containing information related to financial proposal shall be declared non responsive.

3.2 Technical Proposal format

The bidder shall submit technical proposal as per the RFP which indicates the format of the technical proposal to be used for the assignment. Submission of the wrong type of technical proposal will result in the proposal being deemed non responsive.

3.3 The proposal shall contain details on the following :-

- (a) Details of the bidder in the format set out in Appendix-B
- (b) GST registration, PAN Card-
- (c) Affidavit for none blacklisting in Govt. of India, State Government/PSU.
- (d) Last Financial Year ITR (proof should be submitted in the form of audited balance sheet).





- (e) The undertaking reserves the right to cancel the tender at any stage without assigning any reason thereof.
- (f) In case of any inquiry bidders may visit the office of the undersigned in office hours.

4. Financial Proposal

- 4.1 The bidder shall submit financial proposal in financial proposal submission form which set out in Appendix-D
- 4.2 The bidder shall submit financial proposal in envelope 2.
- 4.3 All information provided in bidder's financial proposal will be treated as confidential.
- 4.4 No proposed schedule of payments should be included in bidder's financial proposal.
- 4.5 Bidder shall quote the rates in Indian National Rupees Only.
- 4.6 The Rate to be quoted shall include all costs, expenses and statutory taxes. Based on which financial evaluation will be done.

5. Proposal Evaluation

- 5.1 The eligibility criteria will be first evaluated as defined in notice inviting request for proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 5.2 The Ranchi Municipal Corporation will be responsible for evaluation of proposals received.
- 5.3 After the technical evaluation is completed the Ranchi Municipal Corporation shall inform who's proposals did not qualify technically whose technical proposals successfully qualify Ranchi Municipal Corporation shall inform them, indicating the date, time, and location for opening of proposals (bidder's attendance at the opening of financial proposals is optional).

5.4 Evaluation of Financial proposals

Following the evaluation of technical proposals, financial proposals shall be opened publicly and read out and the bidder who quoted lower rate will be invited for contract negotiations. It may happen that different bidders quote lower rates for different items or services. In such case for every item or service who quoted lower rates will be invited for particularly that item or service for contract negotiations.





6. Contract Negotiation and Award of Contract

Ranchi Municipal Corporation may either choose to accept the proposal of the preferred bidder or invite him for negotiations. In case negotiation fails, Ranchi Municipal Corporation has the right to invite the next preferred bidder for negotiation.

After completing negotiations the Ranchi Municipal Corporation shall award the contract to the selected bidder.

7. Performance Security

The bidder will furnish within 15 (Fifteen) days of the issue of letter of acceptance (LOA), an account payee bank draft in favour of “**Municipal Commissioner, Ranchi Municipal Corporation, Ranchi**” payable at Ranchi, form any nationalized or scheduled bank in India for an amount equivalent to 25,000/- (Twenty five Thousands Only) toward performance security valid for 06 (Six) months. The Bank guarantee will be released after 06 (Six) months of after completion of the work whichever is earlier.





Technical Specifications

S.No	Items	SPECIFICATION
1.	Raincoat(For Men & Women)	<ul style="list-style-type: none">• Material: First grade Nylon only• Combined Front & Back Part• Hanging Cross Pocket• Baggies Style• Polymeric Non Rusted• Extra Cover on zipper• Bottom Adjustable-Jacket• Wrist Adjustable• Water Proof Ness at Joints of Garment• Raincoat:- Light Weight• Hood, Size:- XXL(Free Size),• Thickness:- 15mm-18mm





Details of Bidder

(On the Letter head of the Bidder)

1. (a) Name of Bidder:- _____
(b) Address of 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 contract/communication for Ranchi Municipal Corporation with the bidder:-
(a) Name :- _____
(b) Designation :- _____
(c) Company/Firm Name:- _____
(d) Address:- _____

(e) Telephone Number(s) :- _____
(f) E-mail ID :- _____
(g) Fax Number :- _____
(h) Mobile Number:- _____

4. Details of Authorized signatory of Bidder:-
(a)
(b)
(c)





Appendix-C

Technical Proposal Submission form

Dated:-

To,

Municipal Commissioner,
Ranchi Municipal Corporation,
Kutchery Road, Ranchi-834001.

Sub:- Submission of Technical Proposal.

Dear Sir,

We the undersigned, after For Supply of Rain coat for 01 (one) year in Municipal area under Ranchi Municipal Corporation, Ranchi in accordance with your request for proposal dated..... and our proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification if negotiations are held during the period of validity of the proposal; we undertake to negotiate on the basis of the proposed personnel. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

We remain,
Yours Sincerely,

Authorized Signature (in full and initials)

Name and Title of Signatory:

Name of Firm:

Address:





Financial Proposal

Name of The firm:-

Address of the Firm:-

S.No	Items	SPECIFICATION	Rate Per unit (Inclusive of All Taxes)
1.	Raincoat(For Men & Women)	<ul style="list-style-type: none">• Material: First grade Nylon only• Combined Front & Back Part• Hanging Cross Pocket• Baggies Style• Polymeric Non Rusted• Extra Cover on zipper• Bottom Adjustable-Jacket• Wrist Adjustable• Water Proof Ness at Joints of Garment• Raincoat:- Light Weight• Hood, Size:- XXL(Free Size),• Thickness:- 15mm-18mm	

