


SHORT NOTICE INVITING TENDER (SNIT)

SELECTION OF AGENCY TO CARRY OUT SOLID WASTE
MANAGEMENT WORK DURING NATIONAL YOUTHFESTIVAL IN
SECTOR 29, NAYA RAIPUR

Reuse... Reduce... Recycle...



Press Note

SHORT TENDER NOTICE					
					
Sealed tenders are invited from qualified and experienced firms, who fulfill the eligibility criteria for the works as detailed below :-					
NIT No: 92/JSV/SNIT/SWM NYF/CE(E)/NRDA/2015-16, Naya Raipur, Dated: 23.12.2015					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name of Work</th> <th style="width: 40%;">Due date & time for submission of proposal</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Selection of Agency of carry out Solid Work Management work during National Youth Festival at sector 29, Naya Raipur.</td> <td style="padding: 2px; text-align: center;">31/12/2015 Time 15:00 hrs.</td> </tr> </tbody> </table>	Name of Work	Due date & time for submission of proposal	Selection of Agency of carry out Solid Work Management work during National Youth Festival at sector 29, Naya Raipur.	31/12/2015 Time 15:00 hrs.	NIT No: 92(A)/JSV/SNIT/SWM NYF/CE(E)/NRDA/2015-16, Naya Raipur, Dated: 23.12.2015
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The eligibility criteria and other details could be seen in the tender Document. The tender documents can be downloaded from www.nayaraipur.gov.in . Modification/Amendment/Corrigendum, if, any, shall not be advertised in the newspapers but shall be published in the website only.					
Naya Raipur Development Authority Utility Block, Capitol Complex, Sector – 19, Naya Raipur, 492 002, Chhattisgarh T: +91.771.251.1500					
NAYA RAIPUR - MERA RAIPUR	Chief Executive Officer				
08cm (w) x 09cm (h)					

Important Date

1.	Last Date of sale of Tender Document	30/12/2015
2.	Last date of receipt of Tender Document	31.12.2015 up to 3:00 PM
3.	Date of Opening of Technical Bid	31.12.2015 up to 3:30 PM
4.	Date of Opening of Financial Bid	04.01.2016 up to 3:30 PM

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ABOUT NAYA RAIPUR

Government of Chhattisgarh (GoCG) is developing the first planned city of 21st century named "Naya Raipur" near the present day Capital City of Raipur for the State Capital functions supported by all other function required for sustainable city such as physical and social infrastructure, residential, institutional commercial and industrial developments.

Naya Raipur Development Authority (NRDA) is a special area development authority established by GoCG under the Chhattisgarh Nagar Tatha Gram Nivesh Adhiniyam, 1973 for development and administration of Naya Raipur.

The city, spread over 95 sq km, will be developed as a destination for a catchment area comprising a population of over 1 crore (within Chhattisgarh state) and shall have a resident base capped at 5.5 lakh. The city is spread over 40 sectors (21 residential, 9 public /semi-public, 5 recreational, 2 industrial, 2 commercial and 1 transport).

DISCLAIMER

- I. The information contained in this document provided to the Applicant(s), by or on behalf of Naya Raipur Development Authority (NRDA) or any of its employees or advisors, is provided to the Applicant(s), on the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided.
- II. The purpose of this document is to provide the Applicant(s), with information to assist the formulation of their SNIT. This document does not purport to contain all the information each Applicant may require. This document may not be appropriate for all persons, and it is not possible for NRDA, its employees or advisors to consider the functional/investment objectives, financial situation and particular needs of each Applicant who reads or uses this document. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice from appropriate sources. NRDA, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the document.

Section 1: Project Information

Pursuant to the announcement made by the Hon'ble Prime Minister of India on National Youth Day and award function, 1994, the Government of India introduced the scheme of YuvaUtsava. As part of the celebration, holding of the National Youth Festival became a major activity under the program of National Integration Camp (NIC). The festival is organised by Ministry of Youth Affairs and Sports, Government of India every year in collaboration with one of the State Governments. This year the festival shall be hosted by Chhattisgarh in Naya Raipur from January 12th to 16th to commemorate the birth anniversary of youth icon Swami Vivekananda.

1.1. Participants

The 20th National Youth Festival is similar to a mega National Integration Camp. Each State/UT government shall send contingents of 150 to 200 youth delegates including cultural artists. There shall be participation of volunteers from the National Service Scheme (NSS), Nehru Yuva Kendra Sangthan (NYKS) for the social development fair, yuvakriti and food festival (all India flavour). Also the representation from former national youth awardees and Indira Gandhi NSS awardees is expected for the festival. Altogether, approx. 6000 to 8000 young delegates from all over the country are expected to participate in the 20th National Youth Festival.

1.2. Events

1.2.1. Opening and Closing Ceremony: The festival will be inaugurated on 12th January 2016 where all the state contingents will participate in the march past in their respective traditional costume/attire which will be followed by cultural events as decided by State Government. The closing ceremony will be held on 16th January 2016 where prizes from the various competition events held during the festival will be distributed.

1.3. Partners in Action

The host State Government is responsible for holding the opening and closing ceremonies, provide necessary logistics and infrastructure for holding various events, arrange boarding and lodging of all the participants, officials, judges, invitees and guests, besides local transport. The NYKS is responsible for organising 'Social Development Fair', 'Food Festival', 'Young Artist Camp', and 'Adventure Festival' while the NSS will organise the 'Youth Convention and Suvichar'. However, all logistic support is to be given by the State Government.

1.4. Accommodation for Participants

The participants shall be accommodated in the housing board flats in sector 29. A total of 30 blocks comprising 724 units have been designated to accommodate the participants. In addition to accommodation all the participants shall be provided meals by the selected caterer in sector 29. The food shall be cooked by selected caterer at the common area

selected by Authority in sector 29. The area earmarked for dining is approximately 60,000 sq. ft. and the cooking area is approximately 30,000 sq. ft.

1.5. Location Map

The detailed location map highlighting the residential blocks and cooking area and dining area shall be provided by the Authority to the selected Agency; however, the sector location map is as pinned below:



Section 2: Instruction to Applicant

2.1. General Instruction

Naya Raipur Development Authority (the "Authority") is engaged in development of Naya Raipur in Chhattisgarh. As part of this endeavour, the Authority has decided to undertake the selection of Agency to carry out Solid Waste Management work during National Youth Festival at Sector 29, Naya Raipur. The Authority invites tenders for qualification of interested parties (the "Applicants") who fulfil the eligibility criteria given in section 3 and interested in participating for the Project.

2.2. Cost of Bidding

2.2.1. The tenders are to be submitted in the prescribed form which can be purchased from the office of NRDA directly on any working day during the working hours or downloaded from website <http://nayaraipur.gov.in>. The cost of Tender document shall be submitted in the form of Demand Draft of an amount equivalent to INR 500/- (Rupees Five Hundred only) in favour of "CEO, Naya Raipur Development Authority payable at Raipur/ Naya Raipur. The cost of SNIT document is non-refundable.

2.2.2. Earnest Money Deposit

Proposal should necessarily be accompanied by EMD of an amount of INR 2000/- (Rupees Two Thousand) in the form of DD in favour of Chief Executive Officer, Naya Raipur Development Authority, of any scheduled bank, payable at Raipur. The EMD shall be valid for a period of one month from the Last date of receipt of SNIT.

EMD submitted by the successful applicant shall be adjusted with the Performance security.

EMD of unsuccessful applicants shall be returned within 2 weeks of selection of the successful applicant and same shall be returned without paying any interest amount.

EMD shall be forfeited in the following cases:

- i. If any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- ii. If the successful Applicant fails to execute the Agreement within the time, stipulated in the Letter of Award or any extension thereof provided by NRDA.

2.2.3. Important Dates

1.	Last date of sale of Tender Document	30/12/2015
2.	Last date of receipt of Tender Document	31.12.2015 up to 3:00 PM
3.	Date of Opening of Technical Bid	31.12.2015 up to 3:30 PM
4.	Date of Opening of Financial Bid	04.01.2016 up to 3:30 PM

Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

2.3. Site Visit and Verification of Information

Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, location, surroundings, climate, applicable laws and regulations, and any other matter considered relevant by them.

For any assistance in respect to the site visit to the Bidders, Bidders can contact the CEO, Naya Raipur Development Authority (NRDA) during working hours on any working day.

2.4. Format and Signing of Proposal

The Applicant is required to provide all the information as per this SNIT document. NRDA shall evaluate only those Proposals that are received within the time and in the required format and are complete in all respects.

2.5. Submission of Bids

2.5.1. All envelopes shall be addressed to:

**Naya Raipur Development Authority
Utility Block, Capitol Complex,
Sector-19,
Naya Raipur- 492002 (C.G.)**

Ph : 0771-2511500

Fax : 0771-2511400

Email :ceo@nayaraipur.com

2.5.2. If the envelope is not sealed and marked as instructed above, NRDA assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of NRDA, be rejected.

2.5.3. The Applicant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of SNIT shall be at the Applicant's own risk.

2.5.4. The Applicant can apply for any other tender issued by the Authority for similar work concurrently with this SNIT; however it would be at the sole discretion of the Authority to award the works to the same Applicant after checking the due capacity of the Applicant.

2.6. Sealing and Marking of Bids

The Technical Proposal shall contain "**Envelope 1: Technical Proposal**". List of

documents to be placed in Envelop 1 are prescribed hereunder –

2.6.1. **Envelope 1: “Key Submission”**

- a) Document fee INR 500/- in the form of Bank Draft payable to CEO, Naya Raipur Development Authority payable at Raipur
- b) Letter comprising the bid (Appendix – 1)
- c) EMD INR 2,000/- in the form of Bank Draft payable to CEO, Naya Raipur Development Authority payable at Raipur
- d) Details of Applicant (Appendix – 2)
- e) Notarised copy of Certificate of Incorporation, Service Tax and Pan Number
- f) Eligibility Criteria (Appendix – 3)
- g) A copy of complete bid document & addendum if any along with draft Agreement with each page initialled by the person signing the Bid.

2.6.2. **Envelope 2: “Financial Proposal”**

The Bidder shall submit the Financial Proposal in the format specified at Appendix – 4, and seal it in an envelope and mark the envelope as **“Envelope 2: Financial Proposal”**.

All the envelopes specified above shall be placed in an outer envelope, which shall be sealed. Each of the three envelopes shall clearly bear the following identification:

Bid for SNIT for selection of Agency to carry out Solid Waste Management work during National Youth Festival at Sector 29, Naya Raipur.

2.6.3. It shall clearly indicate the name and address of the Bidder.

2.6.4. If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted

2.6.5. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected

2.7. **Validity of Bids or Tender**

2.7.1. The Bid or Tender shall be valid for a period of one month from the Last date of receipt of SNIT.

2.8. **Cancellation of Bidding Process and Rejection of Bids**

The Authority reserves the right to cancel the Bidding Process and accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.

2.9. **Performance Security**

A Performance Security of an amount of INR 40,000/- (Rupees Forty Thousand) in the form of DD in favour of Chief Executive Officer, Naya Raipur Development Authority, of any scheduled bank, payable at Raipur. The Performance Security shall be valid for a period of two months from the Signing of Contract. The same shall be returned after the end of the

contract, without any interest and after deducting penalties, if any. It shall be furnished by the Successful bidder during the time of Signing of Contract.

2.10. Signing of Agreement

The agreement in the prescribed format shall be signed by the selected agency on submission of Performance Guarantee as per clause 2.9 within 3 days of issuance of LOA.

Section 3 :Terms of Reference

3.1. Scope of Work

The selected Agency shall be responsible to carry out solid waste management work and shall be responsible for the activities including but limited to:

- Sweeping, cleaning of source point & transfer point and transportation of collected garbage etc.
- Provide at least 56 Hard Plastic Dustbins in two different colours with movable lid of capacity 100 litres;
- Place 30 Dustbins (out of 56) one in each block for the collection of solid waste;
- Place 15 Dustbins (Colour1) for collection of organic&wet waste and 5 dustbins (colour2) for inorganic waste near the cooking and dining area;
- Collect and transport the garbage/solid waste minimum but not limited to 4 times a day from the residential blocks and transfer the same with the help covered rickshaw/hand trolley to Transfer Points (within sector 29 or outside) as designated by the Authority;
- Collect and transport the garbage/solid waste from the cooking area and the dining area throughout the day and keep the place clean and hygienic;
- Continuous monitoring of the cleanliness of the collection point of the residential as well as cooking area throughout the Service Duration;
- Transportation of the garbage/solid waste from the transfer point to Disposal Point within the 5 km from the Transfer Point as designated by the Authority with the help of covered truck or tractor trailer;
- Arrange all the tools or equipment required to carry out waste management work including but not limited to; Broom/Brush/Mop (Jhadu), Vacuum Cleaner, Acid, Bleach powder, brooms, dusters, garbage baskets, buckets, garbage bags (black) etc. at his own cost;
- Arrange rated insecticides(not harmful to human) for mosquitos, house flies etc.;
- Coordinate with Nodal Person assigned by the Authority;
- After the service period the dustbins and other items of service provider shall be removed from the site and the materials shall be the property of the contractors.

NOTE: The above requirements are minimum and indicative only, however, the selected bidder shall be required to keep the whole area within the scope of this agreement. Clean, spick and span all the time (Day and Night) during the service period of the agreement. Any other equipment, tools and tackles, chemicals, machinery or automobile etc. and manpower needed shall be assessed by the bidder and shall be considered as the part of the scope of work in perfect upkeep of the area. Nothing extra shall be payable on these account.

3.2. Manpower

- The selected agency shall deploy at least 5 supervisors and 1 Manager in morning shift from 5 am to 1 pm and shall deploy 5 supervisors and 1 manager in evening shift from 1 pm 12 am to carry out and monitor solid waste management work excluding the personnel engage in the transportation of the garbage from the collection point to the disposal area. The selected agency shall properly assess the

requirement of workforce(Personnel) and shall deploy adequate numbers to achieve the desired standards as per the conditions of this tender;

- The selected agency shall provide fully equipped truck or tractor trailer to transport the solid waste with required manpower to load and unload the waste
- The Supervisors and the Manager shall be provided with the mobile phones during the duty hours to be able to communicate and perform their duties effectively.

3.3. Duration of Service Requirement

The selected agency shall provide the services as per clause 3.1 and provide the Manpower as per clause 3.2 from 9th January 2016 to 17th January 2016.

3.4. Eligibility Criteria

An Applicant may be a natural person, private entity, government owned entity and must be incorporated and registered in India and shall fulfil the below criteria:

- a. The Applicant should have a minimum experience of successfully carrying out solid waste management work for 2 similar assignments¹ in past 6 years

OR

- b. The Applicant should have a minimum experience of 1 year in successfully carrying out solid waste management work with any municipal corporation in the past 3 years

OR

- c. The Applicant should have a minimum experience of 1 year in successfully carrying out housekeeping work of any government building/reputed privately owned public building with built up area not less than 2 lakh sq.ft. in the past 3 years

AND

- d. The applicant must have received at least a fee amounting to INR 2,00,000 to carry out solid waste management work for one similar assignment in past 6 years from any municipal corporation/government agency

3.5. Evaluation of Bids

- Only those bids shall be evaluated which have been submitted in line and per the requirement of this SNIT;
- Only those Applicants who meet the eligibility criteria specified in Clause 3.4 above shall qualify for Bid Stage. Bids of firms, who do not meet these criteria, shall be rejected.
- L1 method shall be adopted for selection of Applicant. The Applicant quoting the Lowest Fee in Financial Bid as per Appendix-4 for providing the services shall be the "Selected Agency";

¹Similar Assignment means: Any event of National Level where at least 5000 participants have participated and the duration of the event shall not be less than 3 days.

Section 3 : Terms and Conditions

1. The successful applicant shall sign the Agreement of INR 100 Non-judicial stamp paper within 3 days of issuance of Letter of Award (LOA) after furnishing the performance guarantee;
2. The entire staff deputed should be in proper uniform displaying Photo ID card with the seal/stamp and signatures of the Selected Agency. A list of manpower deployed showing their names; addresses with photographs should be supplied to the Authority. It has to be ensured that the personnel should be deputed out of this list of manpower only, and under no circumstances, any substitute, if required, would be allowed;
3. The Selected Agency shall be the employer of the manpower deployed for the purpose; therefore the statutory obligations as per the Labour Laws and other acts/rules/laws of the land shall be the responsibility of the employer/Service Provider. No child below the age of 18 years shall be engaged for providing the services;
4. The Selected Agency shall be fully responsible for any injury, illness, damage, loss, accident of all the personnel deployed during the service period;
5. The personnel deployed to provide the services shall work in discipline manner;
6. Cleaning equipment & materials like Broom/Brush/Mop (Jhadu), Vacuum Cleaner, Acid, Bleach powder, brooms, dusters, garbage baskets, buckets, garbage bags (black) etc. shall be responsibility of the agency;
7. The Supervisors shall have their own mobiles so that it may be used for better communications;
8. Spick & span cleaning of the vicinity shall be the responsibility of the Agency;
9. The service provider will have to make available Cabs/Vehicles for transportation of his staff as well as for movement of its supervisory staff in case of emergency;
10. The fee quoted by the Selected Agency as per Appendix-4 shall be inclusive of service tax;
11. The Selected Agency shall be paid the fee amount after deducting the income tax in the form of cheque;
12. The selected agency shall not be allowed to terminate the agreement during the Service duration, in case the selected agency terminates the agreement during the Service duration, the full EMD amount as well as performance Guarantee submitted by the agency shall be forfeited and selected agency shall be liable to pay the loss amount incurred by the Authority for selecting the new agency. In case of default by the agency no claim on any account shall be entertained by NRDA. The decision of CEO, NRDA shall be final and binding in this regard.
13. In the event of dispute between the Selected Agency and the Authority, the selected agency shall not stop the work and try to resolve the dispute amicably with the Authority. If both the parties fail to resolve the dispute amicably, the agency shall continue to provide the services and the dispute shall be referred to the sole arbitrator appointed by Chairman, NRDA, whose decision shall be final and binding on both the Parties. Such arbitration shall be governed by the Arbitration and Conciliation Act, 1996 ("Arbitration Act") with up to date amendments;
14. In the event of extension of Service Duration by the Authority, the payment shall be made in proportionate to the fee quoted by the Selected Agency;
15. During the Project, the supervisor shall provide details of personnel presence on daily basis.

- 16. Penalties:** The service provided by the Selected Agency shall be monitored by the Nodal Officer appointed by the Authority. The nodal officer shall inspect the service area randomly. The Selected agency has to fulfil the service requirements mentioned in this SNIT. If the selected agency fails to meet the service requirements the following penal charges shall be levied:
- a. Fails to collect and transfer the garbage from residential block in every 4 hours; penalty of INR 1000 shall be levied for first default and INR 5000 for each additional default;
 - b. Fails to keep the spick & span cleaning of dinning and cooking area and keep it insect free; penalty of INR 1000 shall be levied for first default and INR 5000 for each additional default;
 - c. After the event and within the service duration, fails to sweep and clean residential block, cooking area and dining area and remove all items used for providing the service; the Authority shall forfeit the performance guarantee submitted by the selected agency and all the items used by the selected agency to provide the services shall be the property of the Authority;
 - d. The penalties levied by the authority shall be deducted from the fee quoted by the selected agency as per Appendix 4. The balance amount shall be paid in the form of cheque.

**Formats for
Submission of SNIT**

Appendix 1: Letter Comprising Bid

Date:

To
The Chief Executive Officer,
Naya Raipur Development Authority,
Utility Block, Capital Complex,
Sector – 19, Naya Raipur ,
Naya Raipur (Chhattisgarh) - 492002

Subject: "Selection of Agency to carry out Solid Waste Management work during National Youth Festival at Sector 29, Naya Raipur"

Reference: SNIT No _____

Sir,

We _____ herewith submit the Proposal in the prescribed format for the above Assignment.

We have read the tender conditions properly and shall abide by the conditions.

We undertake that we have personally visited the work site and have fully satisfied our self with the conditions. The rates quoted in the financial bid, herewith shall cover all the cost as mentioned in the tender as well as any incidental charges in performance of the contract.

We also understand that NRDA reserves right to reject any or all Proposals without assigning any reason.

Yours faithfully

Signature of Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)

Appendix 2: Details of Applicant

1. Applicant Details

- a) Name of Applicant
- b) Address of the registered and corporate office(s)
- c) Date of incorporation and/or commencement of business
- d) Company Registration no.
- e) Year of experience in Solid Waste Management Work:

2. Details of individual(s) who will serve as the point of contact / communication for NRDA with the Applicant:

- a) Name:
- b) Designation:
- c) Company/Firm:
- d) Address:
- e) Telephone number:
- f) E-mail address:
- g) Fax number:
- h) Mobile number:

Note: Notarised copies of following documents to be enclosed:

- I. PAN
- II. Service Tax
- III. Certificate of incorporation and commencement of business OR certificate of registration

Signature of Applicant (Authorised Signatory)

Appendix 3 - Format for Eligibility Criteria
(To be filled for each service provided)

S. No.	Particulars	Details
1	Name of the client whom the service provided	
2	Address phone, email of Client	
3	Solid Waste Management Work	
4	a) Brief Description of Project	
	b) Project name and Location.	
	c) Start of the Project	
	d) Completion date	
	e) Fee Received from the Client	

Signature of the Authorized Signatory
Seal of the firm

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details of documents annexed herewith.

Signature and Seal of Independent Auditor

Note: Supporting Document without which the above experience shall not be considered for evaluation.

- a) Client (Municipal Corporation/Government Department/Agency/Hospital) Experience Certificate of Eligible project reflecting the Scope of work and Fee Received

Appendix 4 - Format for Financial Proposal

(On the letterhead of the Applicant)

[Location, Date]

FROM: [Name of Applicant]

.....
.....
.....
.....

To

The Chief Executive Officer (CEO)
Naya Raipur Development Authority
Utility Block, Capital Complex,
Sector-19,
Naya Raipur 492 002,
Chhattisgarh

Sub: "Selection of Agency to carry out Solid Waste Management work during National Youth Festival at Sector 29, Naya Raipur"

Dear Sir,

We, the undersigned, having gone through this SNIT document and Terms and Conditions and having fully understood the scope of services, as set out in this SNIT document, offer to provide the services for the above in accordance with your SNIT.

We are pleased to quote the following Fees for the Assignment:

"Selection of Agency to carry out Solid Waste Management work during National Youth Festival at Sector 29, Naya Raipur"	Amount (INR) In Figures	Amount (INR) IN Words

Yours Sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Seal of Firm:
Address



Naya Raipur Development Authority

Utility Block, Capitol Complex, Sector – 19, Naya Raipur, 492 002, Chhattisgarh
T: +91.771.251.1500 W: www.nayaipur.gov.in